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Instructions for Navigating this PDF:  1. Click on the Bookmarks tab in the top left corner.
2. Click on the link appropriate to the section you are looking for. Sub-sections - To view the
sections under each School/College, click on the box to the left of each School/College name.

Special Notices:  Double Click on the yellow boxes in the Directory of Classes to view all
SPECIAL NOTICES.

Printing:  Document contains 195 pages. To prevent printing excess pages, select page
numbers for printing.
SPECIAL NOTICE
FOR STUDENTS ENROLLED
IN THE FOLLOWING NEW COLLEGES:

COLLEGE OF ARTS AND SCIENCES
the former College of Arts and Sciences and
the former College of Fine Arts

COLLEGE OF ENGINEERING, ARCHITECTURE
AND COMPUTER SCIENCES
the former School of Engineering and
the former School of Architecture and Planning

COLLEGE OF PHARMACY, NURSING AND
ALLIED HEALTH SCIENCES
the former College of Pharmacy and
Pharmaceutical Sciences,
the former College of Nursing,
and the former College of Allied Health Sciences

Effective August 1, 1997, the former Colleges of Arts and Sciences and Fine Arts were merged into the new College of Arts and Sciences; the former Schools of Engineering and Architecture and Planning were merged into the new College of Engineering, Architecture and Computer Sciences; and the former Colleges of Pharmacy and Pharmaceutical Sciences, Nursing and Allied Health Sciences were merged into the new College of Pharmacy, Nursing and Allied Health Sciences. The curriculum of continuing students and Fall 1997 new entrants enrolled in the above-referenced new colleges will remain the same as indicated under the listings of the respective former schools or colleges in the current printed catalog of the University, the 1996-1998 Howard University Bulletin. Existing degree offerings for all continuing students enrolled in these new colleges will be available for six years from August 1, 1997. Students entering in 1997–98 as new entrants in the new colleges will be provided with the same opportunities to complete their curricula in the degree programs over a reasonable time period. The academic policies, procedures, and regulations of each of the former schools and colleges will remain in effect during the 1997–98 academic year. Please contact the Office of the Dean of the appropriate new college if you require additional information.

NOTE: This Manual includes certain official policies, procedures, and practices of the University and supersedes any previous editions. Course offerings and other included information are subject to change without prior notice.
## DIRECTORY OF SCHOOLS/COLLEGES/ DIVISIONS AND DEPARTMENTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Sciences</td>
<td>Freedmen's Square Complex, Annex 1</td>
<td>108</td>
</tr>
<tr>
<td>Architecture &amp; Design</td>
<td>Howard H. Mackey Bldg.</td>
<td>100</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>Locke Hall</td>
<td>101</td>
</tr>
<tr>
<td>Business</td>
<td>Class Room Bldg. #4</td>
<td></td>
</tr>
<tr>
<td>Center for Academic Reinforcement</td>
<td>Academic Support Bldg. B</td>
<td>114</td>
</tr>
<tr>
<td>Communications</td>
<td>C.B. Powell Bldg., Wing 3 (2nd Floor)</td>
<td>306</td>
</tr>
<tr>
<td>Dentistry</td>
<td>College of Dentistry</td>
<td>501</td>
</tr>
<tr>
<td>School of Divinity</td>
<td>1400 Shepherd Street NE</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Academic Support Bldg. A</td>
<td>100</td>
</tr>
<tr>
<td>Engineering &amp; Computer Science</td>
<td>Lewis K. Downing Bldg.</td>
<td>1008</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Lulu Vere Childers Hall</td>
<td>1004</td>
</tr>
<tr>
<td>Graduate School of Arts &amp; Science</td>
<td>Annex, 4th &amp; College Streets NW</td>
<td>200</td>
</tr>
<tr>
<td>Law</td>
<td>Houston Hall, West Campus 29 Upton Street NW</td>
<td>108</td>
</tr>
<tr>
<td>Medicine</td>
<td>Seely G. Mudd Bldg.</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>Freedmen's Square Complex, Annex 1</td>
<td>126</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Chauncey I. Cooper Hall</td>
<td>107</td>
</tr>
<tr>
<td>Social Work</td>
<td>Inabel Burns Lindsay Hall</td>
<td>209</td>
</tr>
</tbody>
</table>

## HOWARD UNIVERSITY POLICY ON EQUAL OPPORTUNITY

Howard University does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, religion, disability, age, sexual preference, political affiliation or any other basis prohibited by Federal or District of Columbia law. This policy covers administration of the University's educational policies, admission policies, scholarship and loan programs, other University-administered programs, and employment.

Inquiries regarding provisions for handicapped persons, equal opportunity and Title IX should be addressed to the appropriate person listed below:

- **Section 504 Coordinator (handicapped)**
  - Howard Center, Room 725
  - (202) 238-2420

- **Title IX Coordinator**
  - Sharon P. Banks, Office of the General Counsel Administration Building, Room 321
  - (202) 806-2650

- **Equal Opportunity Officer**
  - Martha Baron
  - C.B. Powell Building, Room 108
  - (202) 806-5770

## ACCREDITATION

Howard University is fully accredited by the Middle States Association of Colleges and Schools/Commission on Higher Education, and by more than 20 additional professional Associations/Boards/Councils/Societies/Assemblies/Committees germane to the 50-plus degree programs offered in the University’s 12 schools and colleges. Inquiries regarding accreditation may be addressed to:

- **Dr. Jean Avnet Morse**
  - Executive Director
  - Middle States Commission on Higher Education
  - 3624 Market Street
  - Philadelphia, PA 19104
  - (215) 662-5606

## NOTE:

**FAILURE TO READ THIS MANUAL DOES NOT EXCUSE STUDENTS FROM THE RULES AND PROCEDURES DESCRIBED HEREIN. PERSONAL FACTORS, ILLNESS, OR CONTRADICTORY ADVICE FROM ANY SOURCE ARE NOT ACCEPTABLE GROUNDS FOR SEEKING EXEMPTION FROM THESE RULES AND PROCEDURES.**
INDEX TO BUILDING ABBREVIATIONS

A  Mordecai Wyatt Johnson (Administration Building)
AN1  Annex 1 (Division of Allied Health Sciences and Division of Nursing)
AN3  Annex 3 (Graduate School of Arts and Sciences)
APE  Annex, Women's Physical Education Building
ASA  Academic Support Building A
ASB  Academic Support Building B
BUC  Blackburn University Center
BUR  John Burr Building (Main Physical Education Building)
CAR  Carnegie Building
CBP  C. B. Powell Building
CB4  Class Room Building 4 (School of Business)
CCH  Chauncy I. Cooper Hall (School of Pharmacy)
CHB  Chemistry Building
DCG  D.C. General Hospital
DEN  College of Dentistry
EJH  Ernest E. Just Hall (Old Biology Greenhouse)
FAA  Fine Arts Annex
FSQ  Freedmen's Square, 525 Bryant Street NW

HCR  Holy Cross Hall (Law School — Howard West Campus)
HCTR  Howard Center (Formerly Howard Inn)
HEC  Human Ecology Building
HMH  Howard H. Mackey Building (School of Architecture and Design)
HUB  Howard University Hospital (Georgia Avenue NW)
HUS  Houston Hall (Law School — Howard West Campus)
ILH  Inabel Burns Lindsay Hall (School of Social Work)
LIB  Founders Library
LKD  Lewis K. Downing Building (School of Engineering and Computer Science)
LKH  Alain J. Locke Hall (Class Room Building #2)
LVC  Lulu Vere Childers Hall (Division of Fine Arts)
MED  College of Medicine
OFM  Off (used with "Camp" to mean class held off campus—consult department for exact location)
PCL  Pre-Clinical Building (Medicine)
RAN  Rankin Chapel
SGM  Seely G. Mudd Building (Medicine)
SSB  Silver Spring Building
TKH  Thirkield Hall
WHM  WHUT Television Station, 4th and Bryant Streets NW

INDEX TO ROOM ABBREVIATIONS

ALAB  Athletic Laboratory
ALLY  Bowling Alley
BINR  Broadcast Info. Network Room
CAMP  Campus (used with "Off" to mean off campus)
CCTR  Cancer Center
CHAP  Chapel
CLIN  Clinic
CLLB  Clinical Laboratory
CNFR  Conference Room
CORT  Courts (Phys. Ed.)
DLAB  Dance Laboratory
DSTD  Dance Studio
ECLR  East Classroom (Annex Women’s Phys. Ed. Building)
GALL  Art Gallery
GNRM  Green Room
GYMN  Gymnasium
HPLB  Human Performance Laboratory
IRAT  Ira Aldridge Theatre
LEC  Lecture Room 1
LIGHT  Light Booth
LNGE  Lounge
LVRM  Living Room

MGYM  Main Gymnasium
NAB  Numa Adams Building
NGYM  North Gym
NPG  Numa Pompeius Garfield
OSCL  Out Service Clinic
POOL  Swimming Pool
RTBA  Room to be announced
RTC  Radio Training Classroom
RTDR  Radio Training Demonstration Room
SCRE  Screen Room East
SCRW  Screen Room West
SCUP  Sculpture Studio
SGYM  South Gym
STDC  Studio C
STUD  Studio
VIDO  Video Editing Room
VLRM  Visitor’s Locker Room
WHBC  WHBC Student Carrier Radio Station, Basement Level, Freedmen’s Square
WRR  Wrestling Room

CAUTION TO STUDENTS

The Board of Trustees of Howard University, on September 23, 1983, adopted the following policy statement regarding applicants for admission: “Applicants seeking admission to Howard University are required to submit accurate and complete credentials and accurate and complete information requested by the University. Applicants who fail to do so shall be denied admission. Enrolled students, who as applicants failed to submit accurate and complete credentials or accurate and complete information on their application for admission shall be subject to dismissal when the same is made known regardless of classification.”
# EXAMINATION SCHEDULE
## SECOND SEMESTER 2004, APRIL 27- MAY 7

### DEPARTMENTAL EXAMINATIONS
**TUESDAY AND WEDNESDAY, DECEMBER 11-12**

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 002 &amp; 003</td>
<td>Tuesday, April 27</td>
<td>8:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Accounting Principles I</td>
<td>Tuesday, April 27</td>
<td>10:15 a.m. – 12:15 noon</td>
</tr>
<tr>
<td>French 001, 002, &amp; 003</td>
<td>Tuesday, April 27</td>
<td>12:30 noon – 2:30 p.m.</td>
</tr>
<tr>
<td>Spanish 001, 002, &amp; 003</td>
<td>Tuesday, April 27</td>
<td>12:30 noon – 2:30 p.m.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Tuesday, April 27</td>
<td>4:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>General Physics</td>
<td>Tuesday, April 27</td>
<td>4:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Management Info. Systems</td>
<td>Tuesday, April 27</td>
<td>4:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Economics 001 &amp; 002</td>
<td>Wednesday, April 28</td>
<td>8:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Finance Principles</td>
<td>Wednesday, April 28</td>
<td>8:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Accounting Principles</td>
<td>Wednesday, April 28</td>
<td>10:15 a.m. – 12:15 a.m.</td>
</tr>
<tr>
<td>Comprehensive Sciences</td>
<td>Wednesday, April 28</td>
<td>12:30 noon – 2:30 p.m.</td>
</tr>
<tr>
<td>Classical Mythology</td>
<td>Wednesday, April 28</td>
<td>12:30 noon – 2:30 p.m.</td>
</tr>
<tr>
<td>Academic Reinforcement</td>
<td>Wednesday, April 28</td>
<td>1:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Wednesday, April 28</td>
<td>4:00 p.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

### COURSE EXAMINATIONS
**THURSDAY, APRIL 29 THROUGH FRIDAY, MAY 7, 2004**

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 MWF</td>
<td>Thursday, April 29</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>8:10 TTH</td>
<td>Friday, April 30</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>9:10 MWF</td>
<td>Monday, May 3</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>9:40 TTH</td>
<td>Tuesday, May 4</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>10:10 MWF</td>
<td>Wednesday, May 5</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>11:10 MWF</td>
<td>Thursday, May 6</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>11:10 TTH</td>
<td>Friday, May 7</td>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>12:10 MWF</td>
<td>Thursday, April 29</td>
<td>12:00 noon – 2:00 p.m.</td>
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<tr>
<td>12:40 MW</td>
<td>Thursday, April 29</td>
<td>12:00 noon – 2:30 p.m.</td>
<td></td>
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<tr>
<td>12:40 TTH</td>
<td>Friday, April 30</td>
<td>12:00 noon – 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>1:10 MWF</td>
<td>Monday, May 3</td>
<td>12:00 noon – 2:00 p.m.</td>
<td></td>
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<tr>
<td>2:10 MWF</td>
<td>Tuesday, May 4</td>
<td>12:00 noon – 2:00 p.m.</td>
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<tr>
<td>2:10 TTH</td>
<td>Wednesday, May 5</td>
<td>12:00 noon – 2:00 p.m.</td>
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<tr>
<td>3:10 MWF</td>
<td>Thursday, May 6</td>
<td>12:00 noon – 2:00 p.m.</td>
<td></td>
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<tr>
<td>3:40 TTH</td>
<td>Friday, May 7</td>
<td>12:00 noon – 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>4:10 MWF</td>
<td>Thursday, April 29</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>5:10 MWF</td>
<td>Friday, April 30</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>5:10 TTH</td>
<td>Monday, May 3</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>6:10 MWF</td>
<td>Tuesday, May 4</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>6:40 TTH</td>
<td>Wednesday, May 5</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
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<tr>
<td>7:10 MWF (p.m.)</td>
<td>Thursday, May 6</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>8:10 MWF (p.m.)</td>
<td>Friday, May 7</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>8:10 TTH (p.m.)</td>
<td>Thursday, May 6</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>9:10 MWF (p.m.)</td>
<td>Friday, May 7</td>
<td>4:00 p.m. – 6:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** FOR THOSE CLASSES THAT MEET ONCE WEEKLY OR AT A TIME NOT SHOWN ABOVE, THE INSTRUCTOR SHOULD SCHEDULE, IN CONSULTATION WITH THE STUDENT(S) INVOLVED, THE FINAL EXAM (IF ANY). THESE INSTRUCTORS SHOULD CONTACT EM/RECORDS TO ARRANGE FOR AN EXAMINATION ROOM.
### 2003 - 2004 UNIVERSITY CALENDAR
(Except Dentistry, Law, and Medicine)

*Date Policy: Deadlines are listed according to the calendar date on which they fall, even if that date falls on a weekend or is a legal holiday. Such deadlines must be met by close of business of the business day immediately following a weekend or legal holiday.*

**Last Update: October 6, 2003**

#### SPRING (SECOND) SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 20, 2003 Thursday</td>
<td>First deferred payment due for Spring 2004</td>
</tr>
<tr>
<td>January 3, Saturday</td>
<td>Residence Halls open for check-in of new residents</td>
</tr>
<tr>
<td>January 4, Sunday</td>
<td>Orientation begins for new undergraduate, graduate, and transfer students</td>
</tr>
<tr>
<td>January 5, Monday</td>
<td>Residence Halls open for continuing students</td>
</tr>
<tr>
<td>January 5, Monday and January 6, Tuesday</td>
<td>ACADEMIC ADVISEMENT, COURSE REGISTRATION, and PAYMENT of tuition/fee for new graduate and professional students and former students returning</td>
</tr>
<tr>
<td>January 5, Monday to January 9, Friday</td>
<td>CONSORTIUM REGISTRATION</td>
</tr>
<tr>
<td>January 7, Wednesday</td>
<td>LATE REGISTRATION for all students</td>
</tr>
<tr>
<td>January 7, Wednesday</td>
<td>FORMAL CLASSES BEGIN</td>
</tr>
<tr>
<td>January 7, Wednesday to January 9, Friday</td>
<td>CHANGE OF PROGRAM PERIOD (Add or drop a course without grade of W, change from one section to another, change from credit to audit or audit to credit)</td>
</tr>
<tr>
<td>January 10, Saturday</td>
<td>COURSE WITHDRAWAL FEE EFFECTIVE</td>
</tr>
<tr>
<td>January 13, Tuesday</td>
<td>Deadline for 100% refund of tuition/fees*</td>
</tr>
<tr>
<td>January 19, Monday</td>
<td>MARTIN LUTHER KING, JR’S BIRTHDAY OBSERVED - LEGAL HOLIDAY</td>
</tr>
<tr>
<td>January 23, Friday</td>
<td>Deadline of receipt of December 2003 Graduation Recommendations in Office of the Secretary of the University - 5:00pm</td>
</tr>
<tr>
<td>January 27, Tuesday</td>
<td>Financial Aid files closed for determination of credit hours for financial aid disbursements for Spring 2004</td>
</tr>
<tr>
<td>January 28, Wednesday</td>
<td>Deadline for faculty to report &quot;UW&quot; Grades for Spring 2004 via the web</td>
</tr>
<tr>
<td>February 1, Sunday</td>
<td>Deadline for receipt of application for admission and housing for Spring 2004 for international students</td>
</tr>
<tr>
<td>February 11, Wednesday</td>
<td>Deadline for students checking out of Residence Halls to receive 50% refund of housing charges</td>
</tr>
<tr>
<td>February 15, Sunday</td>
<td>Priority deadline for processors to receive Free Application for Federal Student Aid (FAFSA) data and Federal Stafford and Federal Plus Loan Applications for Fall 2004 Deadline for 50% refund of tuition/fees</td>
</tr>
<tr>
<td>February 15, Sunday</td>
<td>Preliminary Enrollment Census Date</td>
</tr>
<tr>
<td>February 16, Monday</td>
<td>PRESIDENT’S DAY OBSERVED/ LEGAL HOLIDAY</td>
</tr>
<tr>
<td>March 1, Monday</td>
<td>Traditional deadline for receipt of Applications for Admission and Housing for Spring 2004 Deadline for students checking out of Residence Halls to receive 25% refund of housing charges*</td>
</tr>
<tr>
<td>March 2, Tuesday</td>
<td>Deadline for receipt of Mid-Term Status Reports via the web</td>
</tr>
<tr>
<td>March 5, Friday</td>
<td>CHARTER DAY CONVOCATION, Cramton Auditorium, 11:00 AM (Classes suspended 10:00 AM - 1:00 PM)</td>
</tr>
<tr>
<td>March 6, Saturday</td>
<td>Deadline for 25% refund of tuition/fees (Last day for refunds)</td>
</tr>
<tr>
<td>March 6, Saturday</td>
<td>CHARTER DAY DINNER, 7:00PM</td>
</tr>
<tr>
<td>March 13, Saturday</td>
<td>Second deferred payment due for Fall 2004</td>
</tr>
<tr>
<td>March 13 Saturday to March 21, Sunday</td>
<td>SPRING RECESS</td>
</tr>
<tr>
<td>March 15, Monday</td>
<td>Deadline for receipt of approved applications for Intra-University Transfers for Fall 2004 in EM/Records</td>
</tr>
<tr>
<td>March 15, Monday</td>
<td>Deadline for receipt of Financial Aid applications for Summer 2004</td>
</tr>
<tr>
<td>March 22, Monday to April 2, Monday</td>
<td>GENERAL REGISTRATION (Course selection for Fall 2004)</td>
</tr>
<tr>
<td>April 3, Saturday</td>
<td>Senior Comprehensive Examination in major fields for College of Arts and Sciences prospective December 2003 and May and Summer 2004 graduates</td>
</tr>
<tr>
<td>April 9, Friday</td>
<td>LAST DAY TO WITHDRAW FROM A COURSE</td>
</tr>
<tr>
<td>April 12, Monday to April 17, Friday</td>
<td>LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY</td>
</tr>
<tr>
<td>April 19, Monday</td>
<td>FINAL EXAMINATIONS FOR PROSPECTIVE GRADUATES</td>
</tr>
<tr>
<td>April 21, Wednesday</td>
<td>DEADLINE FOR SUBMITTING GRADES FOR PROSPECTIVE GRADUATES - 3:00PM</td>
</tr>
<tr>
<td>April 22, Thursday</td>
<td>FORMAL CLASSES END</td>
</tr>
<tr>
<td>April 22, Thursday</td>
<td>Deadline for students to clear Fall 2003 Incomplete grades</td>
</tr>
<tr>
<td>April 23, Friday to April 28, Monday</td>
<td>READING PERIOD</td>
</tr>
<tr>
<td>April 27, Tuesday to May 7, Friday</td>
<td>FINAL EXAMINATIONS (Deadline for instructors to submit final grades to academic deans is 5 calendar days after the scheduled final examination)</td>
</tr>
<tr>
<td>May 6, Thursday</td>
<td>Deadline for receipt of May 2004 Graduation Recommendations in the Office of the Secretary of the University - 5:00pm</td>
</tr>
<tr>
<td>May 7, Friday</td>
<td>SECOND SEMESTER ENDS</td>
</tr>
<tr>
<td>May 8, Saturday</td>
<td>COMMENCEMENT, Upper Quadrangle - Main Campus, 10:00 AM</td>
</tr>
<tr>
<td>May 9, Sunday</td>
<td>Residence Halls Close at 5:00 PM</td>
</tr>
<tr>
<td>May 14, Friday</td>
<td>Evaluation of Financial Aid receipts for Satisfactory Progress (SAP)</td>
</tr>
</tbody>
</table>
SPECIAL NOTICE
ADDRESS UPDATE

The University must maintain current address information for all enrolled students. Please report to Enrollment Management/Records (EM/Records in Room 104 “A” Building) to ensure that your address information is current. Failure to comply with this request may result in the US Postal Service failing to deliver to you important information, such as semester grades, financial aid correspondence, tuition and fee information, registration updates, and invitations to special events or to inform you of an emergency.
SPECIAL NOTICE

TO ALL

UNDERGRADUATE STUDENTS

THE AFRO-AMERICAN COURSE REQUIREMENT
MAY BE SATISFIED BY ANY ONE OF THE
FOLLOWING COURSES

IN THE
AFRICAN-AMERICAN CLUSTER:

- ENGL 054 African-American Literature
- POLS 006 Pan-Africanism
- HIST 005 Introduction To The Black Diaspora
- AFST 101 AFRICAN WORLD: Introduction To Contemporary Africa
- AFRO 005 Introduction To Afro-American Studies
- MUTP 100 Blacks In The Arts
- FASH 102 African American Dress
- ARTH 193 Black Body Dress and Culture
SPECIAL NOTICE
TO STUDENTS IN THE
COLLEGE OF ARTS AND SCIENCES

If you have earned at least a “C” in Freshman ENGL 003 or 004, you may fulfill the third writing requirement by taking one of the following writing-intensive courses in the disciplines during the Spring 2004 semester.

- AFRO 775-01 PREP FOR PRACTICUM
- AFST 701-01 AFRICAN WORLD
- ARTH 792-01 BLACK WOMEN VISUAL CULTURE
- BIOL 701-01 EVOLUTION LEC/LAB
- BIOL 702-01/31. PARAITOLOGY LEC/LAB
- CHEM 700-01 TECHNIQUES ORGANIC
- CHEM 701-01 PHYS CHEM LEC/LAB
- CHEM 745-04 ORGANIC CHEM LEC/LAB
- CHEM 745-06 ORGANIC CHEM LEC/LAB
- CLAS 702-01 POLITICS & THE PAST
- CLAS 709-01/ ANCIENT ATHLETICS
- PHED 709-01 ECON 701-01 HIST EC THOUGHT
- COMP 702-01/31 PLANETARY SCIENCE LEC/LAB
- HIST 700-01 BLACK DIAPOSPA II
- HIST 747-01 AFRICAN AMERICAN WOMEN IN US HISTORY (ONLINE)
- PHED 717-01 SOCIOLOGY OF SPORT
- PHED 746-01 ETHICS IN SPORT
- PHED 753-01 HUMAN SEXUALITY
- PHED 753-03 HUMAN SEXUALITY
- PHED 755-01 ADDICTIVE BEHAVIOR
- POLS 701-01 POLITICAL ANALYSIS
- POLS 773-01 GOVT & POLITICS OF MIDEAST AND N AFRICA
- SOCI 786-01 DEATH & DYING

Look for an updated list of writing-intensive courses on the bulletin board outside the Educational Advisory Center (Locke Hall, Room 110). For more information about the Writing Across the Curriculum Program (WAC), consult the WAC web page (www.english.howard.edu/wac).

Note: Students should not enroll in a writing-intensive section of a course (e.g., AFST-701 African World — WRTG) if they have already taken the non-writing intensive version (e.g., AFST-101 African World).

SPECIAL NOTICE
DIVISION OF NURSING STUDENTS

The Division of Nursing makes every effort to publish accurate and sufficient clinical times and dates for its classes. However, due to frequent fluctuations in the census at various clinical facilities, clinical times and days are subject to change after registration, to include possible weekends and evenings. Instructors are kept abreast of these changes and students are notified.
**REGISTRATION DATES FOR SPRING 2004**

- **New Graduate and Professional Students, including Former Students Returning (FSR)**: January 5, 2004
- **Late Registration for Graduate and Pharmacy Students – late Fee Effective**: January 7-9, 2004

**Undergraduate Students**
- **New Undergraduate Students, including Former Students Returning**: January 5-6, 2004
- **Consortium Registration**: January 5-9, 2004
- **Late Registration - Late Fee Effective**: January 7-9, 2004

**REGISTRATION SPECIAL NOTICE**

1. The Late Registration fee is $150.00.
2. The Late Payment fee is $75.00.
3. **The LAST DAY TO ADD/DROP A COURSE IS JANUARY 9, 2004.**
4. The course Withdrawal Fee of $20.00 per course (withdraw form a course with a grade of “W”) will be applicable and enforced beginning JANUARY 10, 2004.
5. **THE LAST DAY TO WITHDRAW FROM A COURSE IS APRIL 9, 2004.**
6. Graduate Students must be officially enrolled at the time the degree is awarded.
7. **ALL INCOMPLETE GRADES** (other than grades for Thesis & Research) must be completed by the student no later than the last day of classes of the semester in which the student is next in residence. (Instructors must submit Special Grade Reports for removing Incomplete grades by the last day of the semester.)

**REGISTRATION INFORMATION FOR NEW STUDENTS AND FORMER STUDENTS RETURNING (FSR)**

1. New Students and Former Students Returning (FSR) should refer to the academic calendar (page 6) for appropriate registration dates. New admittees who have sent to the University the required $150 enrollment fee within 30 days of acceptance, and FSR who have been readmitted, will be permitted to register.
2. Former Students Returning (FSR) are required to file the appropriate application no later than 30 days prior to the beginning of registration to be considered for admission for a particular semester. A student who was suspended for academic reasons should apply well in advance of 30 days before registration and petition the Dean of the school or college last attended for readmission so appropriate faculty committee will have time to consider his or her application.
3. **Academic Advising of Students** will be accomplished during the orientation period at times and locations schools or colleges will determine. Arts & Sciences students who do not have a signed graduation scheme on file in the Educational Advisory Center (EAC) will be advised by the EAC. Advising for all other schools/colleges/divisions will take place as scheduled by the schools/colleges/divisions.

**REGISTRATION PROCEDURES**

1. Meet with your academic advisor to select courses (including alternate courses) and complete your program card.
2. Reserve courses using HU B.l.S.O.N. or BISONWeb. Refer to Course Registration Instructions Worksheet on page 11.
3. Make required financial arrangements with Student Financial Services (Student Accounts) to retain your classes and obtain a Validation Sticker. Your classes will be purged if you do not pay the required amount.
4. Photo ID Cards for new students will be furnished in the Blackburn Center Reading Room after satisfactory financial arrangements have been made.

**SPECIAL NOTES ON SPRING 2004 REGISTRATION**

1. **Evidence of Official Enrollment.** Your name on the Official Class List(s) issued by EM/Records.
2. **Change of Program.** The HU B.I.S.O.N. systems are designed to facilitate selecting classes by providing up-to-date information on course availability, time conflicts, alternate sections, etc. It is not expected, therefore, that students will engage in wholesale program adjustments **after their schedules have been approved.** If, however, certain changes are legitimately required, such approved changes may be made during the Change of Program Period.
Welcome to BISONWeb.

BISONWeb provides Howard University students with a fast and convenient way to reserve classes.

BISONWeb provides access to course, registration, student account, financial aid, grade and transcript information via the web.

You must be academically and financially eligible and currently enrolled.

**SPECIAL NOTE:**
You must pay for all reserved classes to be officially enrolled.

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### Requirements

1. See your academic advisor and obtain advisor’s approval signature for courses selected.
2. Complete the Course Registration Worksheet.

---

### Information Required Before Accessing BISONWeb

1. **ID Number** contains 9 characters.
   - **Example:** @01012345

2. **PIN** (Personal Identification Number). Your PIN is your date of birth.
   - **Example:** DOB: February 14, 1990
   - PIN: 021490

3. **CRN** (Course Reference Number). This is a 5-digit number that replaces department, course and section numbers.

---

### HOWARD UNIVERSITY TELEPHONE COURSE RESERVATION WORKSHEET

Locate BISONWeb at www.howard.edu between 9:00 am and Midnight.

Use the Online *Student Reference Manual and Directory of Classes* to select the Course Reference Number (CRNs) of courses for which you want to register.

Select alternate CRNs in case your first choice is not available.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject/Course</th>
<th>Section</th>
<th>Credit</th>
<th>Day/Time</th>
<th>Grade Mode</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*1=Audit, 2=P/F, 3**=Standard Letter (i.e., Credit)
**If you choose to register for courses to earn credit, remember to press ‘3’

**CRNs you want to drop from your schedule:**

---

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CALL (202) 806-2705.
### Tuition Rates for Part-Time and Excess Hours

<table>
<thead>
<tr>
<th>School/College/Division</th>
<th>Undergraduate</th>
<th></th>
<th>Graduate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Range of</td>
<td>rate per</td>
<td>Range of</td>
<td></td>
</tr>
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<td></td>
<td>hours</td>
<td>hours over</td>
<td>hours</td>
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</tr>
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<td></td>
<td>of hours</td>
<td>($</td>
<td>of hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over</td>
<td></td>
<td>over</td>
<td></td>
</tr>
<tr>
<td>Allied Health Sciences</td>
<td>12 or more</td>
<td>NONE</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
<tr>
<td>Architecture and Design</td>
<td>12 – 18</td>
<td>$422.00</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>12 – 18</td>
<td>$422.00</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>12 – 18</td>
<td>$422.00</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
<tr>
<td>Communications</td>
<td>12 – 20</td>
<td>$422.00</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>12 – 21</td>
<td>$422.00</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
<tr>
<td>Divinity</td>
<td>—</td>
<td>—</td>
<td>9 – 15</td>
<td>$667.00</td>
</tr>
<tr>
<td>Education</td>
<td>12 – 21</td>
<td>$422.00</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
<tr>
<td>Engineering and Computer Science</td>
<td>12 – 21</td>
<td>$422.00</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>12 – 20</td>
<td>$422.00</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
<tr>
<td>Graduate School of Arts and Sciences</td>
<td>—</td>
<td>—</td>
<td>9 – 16</td>
<td>$830.00</td>
</tr>
<tr>
<td>Law</td>
<td>—</td>
<td>—</td>
<td>9 – 16</td>
<td>$830.00</td>
</tr>
<tr>
<td>Nursing</td>
<td>12 – 22</td>
<td>$422.00</td>
<td>9 – 15</td>
<td>$732.00</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>—</td>
<td>—</td>
<td>9 – 20</td>
<td>$732.00</td>
</tr>
<tr>
<td>Social Work</td>
<td>—</td>
<td>—</td>
<td>9 – 15</td>
<td>$689.00</td>
</tr>
</tbody>
</table>

**Please Note**

- Students enrolled in courses that carry zero academic credit must pay for a minimum of one (1) financial hour.
- Excess tuition rate for undergraduate programs is $310.00 per credit hour.
- Excess tuition rate for Graduate programs, except Law, is $490.00 per credit hour.
- Excess tuition rate for Law program is $600.00 per credit hour.
- Excess tuition rate for Divinity is $475.00 per credit hour.
- Excess tuition rate for Pharmacy is $515.00 per credit hour.

### Payment Information

A Deferred Payment Plan is available. Under the plan, 50% of an adjusted total (i.e., total deferrable charges less any approved Financial Aid) is due at registration.

- Outstanding balance, room rent, meals, and the health fee charges **cannot be deferred**. These charges will be added in full to the registration payment.
- Final payment is due 60 days after the last scheduled day of late registration.
- Students who receive University-administered and other financial aid, including state guaranteed or federally insured student loans, are not eligible. All fees must be paid in full on the payment due date.
- Students who receive University-administered and other financial aid, including state guaranteed or federally insured student loans, are not eligible. All fees must be paid in full on the payment due date.
- Students receiving Remission of Tuition or Scholarships for full-time tuition are not eligible for the Deferred Payment Plan. They must pay their fees and any housing and/or meal costs before they can be validated.

**Rates Subject to Change**

- Excess tuition rate for Divinity is $475.00 per credit hour.
- Excess tuition rate for Pharmacy is $515.00 per credit hour.

### Payment Information

- **There is no Deferred Payment Plan for Summer School.**
- Students on the Deferred Payment Plan must pay the first installment plus a $50 deferred payment fee at the time of registration each semester the plan is used.
- **The second (final) installment must be paid on or before the due date. The due date will be 60 days after the last day of late registration.**
- The Howard University Installment Plan is five payments for fall semester beginning June 1, and five payments for Spring semester beginning Nov. 1.
- For information, call Student Accounts (202) 806-2610/2600 or (877) 484-1526.
- Late payment fees, not to exceed $150 per semester, will be charged if payments are not received by the due date.
- **There is No Installment Plan or Deferred Payment Plan for Summer School.**
- Payments may be made on the University website (www.howard.edu) by using any one of the following credit cards: American Express, Discover, MasterCard, and Visa.
SPECIAL NOTICE
STOP! LOOK! READ! OFFICIAL ENROLLMENT

• The mere possession of a computer printout reflecting an academic schedule is not evidence of official enrollment. Tuition and fees for such program must be paid before a student can be considered officially enrolled.
• The only acceptable evidence of official enrollment is the appearance of the student’s name on the official class lists, rosters, etc. issued by EM/Records.
• The validation sticker indicates official enrollment only if your name appears on the official class list.
• Any student who has not registered and has not paid tuition and fees, will not be allowed to remain in class and will not receive credit or a grade for the course.

CLASS LISTS
The names of all officially registered students will appear on computer printed class lists that will be distributed to respective instructors.

CHANGE OF PROGRAM INFORMATION
January 7 - January 9, 2004
1. The first day to make a change of program a January 7, 2004.
2. The last day to add a course or change from one section to another of the same course is January 9, 2004.
NOTE:
Change of Section — If you are enrolled in one section of a course and wish to change to another section of the same course, a Change of Program form is needed. You must drop the section you do not want, and add the section you do want. The last day for such a change is January 9, 2004.
Change of Status — If you are enrolled in a course for “audit” or “pass/fail,” and you wish to change to credit, you must drop the course for “audit” or “pass/fail,” and add the course for credit. If you are enrolled in a course for credit, and you wish to change to “audit” or “pass fail,” you must drop the course for credit, and add the course for “audit” or “pass/fail.” The last day for such a change is January 9, 2004.
3. The last day to drop a course (completely expunged from the record) is January 9, 2004. After January 9, 2004, students must WITHDRAW from a course with a “W” grade.
4. Each Change of Program form must include the signatures of the instructors whose courses you are dropping or adding, as well as the dean’s signature.
5. A $20 fee will be charged starting January 10, 2004 for each course from which you are permitted to withdraw (e.g., One course = $20 fee; two courses = $40 fee; three courses = $60 fee).

CHANGE OF PROGRAM PROCEDURES
January 7 – January 9, 2004
1. Report to the Office of the Academic Dean.
2. Obtain your Change of Program form, and fill in the appropriate information.
3. Obtain required signatures (instructors and Dean and/or advisor).
4. Follow instruction on the back of the Change of Program card.

SPECIAL NOTICE REGARDING CHANGE OF PROGRAM CHARGES
Program changes can result in the assessment of two types of charges: (a) Tuition Adjustments, which are caused by increases in the credit hour load—e.g., from part-time to full-time, from part-time to increased part-time, or from full-time to excess hours over the applicable full-time ceiling; and (b) the $20 Change of Program Fee. All charges for change of program that affect your enrollment status must be paid to avoid late charges. Students officially withdrawing, suspended, dropped, or decreasing their program after the registration period may expect to have charges for tuition and fees adjusted on a pro-rata basis. (See below for financial adjustment information.)

WITHDRAWAL FROM A COURSE
The last day to withdraw from a course shall not be later than 4 weeks prior to the end of the semester, including the final examination period, as indicated in Item 1 of the Guidelines for Calendar Development for All Schools and Colleges. A student may withdraw from a course up to 8 weeks after the first day of instruction and receive a grade of “W” (withdrawal) that has no grade point value. Withdrawals processed by the deadline date for course ADDS are treated as course DROPS (i.e., such course(s) is/are dropped (or completely expunged) from the student’s academic program. Withdrawals AFTER the Change of Program deadline are processed with the “W” grade. Change of Program Forms may be obtained from the Office of the Academic Dean of each school/college.
NOTE:
Mere absence from class does not constitute withdrawal. A properly executed Change of Program Form must be used to effectuate all drops, withdrawals, adds, section changes, or course enrollment status changes. Students will receive a failing grade for courses in which they discontinue attendance without receiving formal permission for withdrawal.

WARNING ON DROPPING COURSES:
Students who drop all courses for which they have registered (even though they may be taking only one course) must effect Total Withdrawal when officially dropping all courses currently being carried. (In this instance, the drop/add procedure should not be used.)

ABSENCE FROM THE UNIVERSITY
Failure to attend classes, or abandonment of a residence hall space to which one has been assigned, or one’s non-return for classes for an upcoming semester (for which one is already academically and financially registered) does not constitute official discontinuance or withdrawal. In all instances, the student should effect total withdrawal in person or request that it be done in his/her behalf if he or she is away from the campus and does not wish or is unable to return to the campus.
Students who select academic programs and pay their tuition and fees (for an upcoming semester) or who have sufficient financial aid to “trigger” their registration, must effect total withdrawal promptly when, for whatever reason, they do not return to the University. In this way, such charges can be removed from their individual student account and their financial aid can be canceled (and returned to source or origin) and/or personal monies refunded.
NOTE:
Under ordinary circumstances, in these types of cases, Student Financial Services will not make refunds or other adjustments to a student’s account after the end of the current academic year of the student’s enrollment. Exception to this deadline will be considered by the University only in instances in which, for extraordinary reasons beyond the control of a student, he/she is unable to effect total withdrawal in a timely manner from the University for a semester or summer term for which he/she has officially registered. In short, students are obligated to transact business with the University in a timely and businesslike manner.

All individuals who need assistance in this regard should either telephone, write, or confer with the Dean for Special Student Services Room 725, Howard Center, Howard University, Washington, DC 20059 (202) 238-2420.

TOTAL WITHDRAWAL PROCEDURE
Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of “W” for each course.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.

Students should report first to the office of the dean or advisory center of their school or college to obtain a Total Withdrawal Request Form, and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should have the withdrawal form signed by their dean or the dean’s designee and should then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2).
- International students must report to the Office of International Student Services, Rm. 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).

Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment (5).

All students must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account (6).

All students must report to EM/Records, Rm. 104 Administration Building to submit the completed Total Withdrawal Request form and surrender their CapstoneCard (7).

SPECIAL NOTES

- If you register during General Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal Form for that upcoming semester. Obtain the signature of the dean or dean’s designee of your school or college, then take it to the Office of the Dean for Special Student Services. Be sure to make it clear to both offices that the withdrawal is for the upcoming semester.
- If, due to extenuating circumstances, you need to make the effective date of your Total Withdrawal prior to the date you actually begin the process, you must get special approval to do so. The first step is to visit the office of the dean or academic advising center of your school or college. You should take with you documentation to support your request (e.g., a letter from your doctor). If the request is supported by your school or college, it will be forwarded to the Office of the Provost and Chief Academic Officer to be considered for approval.

READMISSION AFTER A TOTAL WITHDRAWAL
Undergraduate students who complete a total withdrawal and wish to return to Howard University after an absence of one semester or more are required to apply for readmission (no Application Fee or Enrollment Fee is required). NOTE: Any withdrawing student planning to return for the semester immediately following the withdrawal must check with Enrollment Management/Admission (EM/Admission) for information regarding re-enrollment. Graduate and professional school students should contact the dean of their school or college for readmission procedures.

For further general information on Total Withdrawal, contact the Dean of your school/college.

SCHEDULE OF FINANCIAL ADJUSTMENTS AND/OR REFUNDS
Students officially withdrawing, suspended, dropped, or decreasing their program after the first day of instruction may expect to have charges for tuition and fees adjusted or prorated as follows:

<table>
<thead>
<tr>
<th>Adjustment Periods</th>
<th>Adjustment %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring Semesters</td>
<td></td>
</tr>
<tr>
<td>1st Day of Instruction thru 7th Calendar Day</td>
<td>100</td>
</tr>
<tr>
<td>8th Calendar Day thru 40th Calendar Day</td>
<td>50</td>
</tr>
<tr>
<td>41st Calendar Day thru 60th Calendar Day</td>
<td>25</td>
</tr>
<tr>
<td>61st Calendar Day thru Last Day of Semester</td>
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</tr>
</tbody>
</table>

NOTE:
If the University cancels Registration, refund is 100%. Please also note that the above refund policies apply to total semester charges. For example, if a student who is paying on the deferred payment plan adjusts his/her program between the 8th and 40th day, no refund is due if only one-half of the total tuition and fees for the semester have been paid. If the adjustment deadline falls on Saturday, Sunday, or a holiday, the next business day shall be the deadline.

NOTE: THE ENROLLMENT FEE IS NON-REFUNDABLE.
PROCEDURES FOR INTRA-UNIVERSITY TRANSFERS  
(FOR CURRENTLY ENROLLED UNDERGRADUATE STUDENTS ONLY)  

1. Student obtains Intra-University Transfer Form from the Dean’s Office of the School/College to which he/she is transferring.  
2. Upon receipt of this application, the Dean of the College/School receiving the transferee will obtain any information needed from the College/School from which the applicant is transferring and determine whether the student qualifies for transfer. When current transcripts are not available from the other Dean’s Office, the procedure for use of academic files should be followed.  
3. The Dean’s Office will forward the first two copies (white and blue) to EM/Records. The third copy (yellow) will be given to the student at the time of approval. Deans will keep the fourth and fifth (green and pink) copies.  
4. All applications for Intra-University transfers must be received in EM/Records on:  
   April 1 for the Fall Semester  
   October 1 for the Spring Semester  
   April 15 for the Summer Session  
5. When a request for transfer is denied, the same procedure will be followed.  

VETERANS’ AFFAIRS  
Howard University is approved by the District of Columbia State Approving Agency for the enrollment of veterans, service person- 
el, and dependents of deceased or disabled veterans who are eligible for educational benefits under the G.I. Bill.  
With the exception of VA-approved disabled veterans, all benefit- 
ciaries of educational benefits from the Veterans Administration are personally responsible for the payment of their bills to the Univer-
sity. These individuals should be financially prepared to pay tuition and fees at the time of registration each semester and to meet all living expenses until VA educational allowances (checks) are received (approximately 60 days).  
Services and/or assistance to G.I. Bill students studying at Howard University are available through the Office of the Dean for Special Student Services, in the following areas: academic tutor-
ing, housing, financial aid, employment, and other areas of special interest or concern. The Office of Veterans’ Affairs is located in Room 725, Howard Center, Howard University, Washington, DC, 20059 (202) 238-2420.  

DISABLED STUDENT SERVICES  
Handicapped or disabled students who would like to be familiarized with the University campus, its programs, activities, or ser-
 vices, are invited to telephone, visit, or write the Dean for Special Student Services, Room 725, Howard Center, Howard University, Washington, DC, 20059 (202) 238-2420. A comprehensive pro-
gram of orientation is available.  

ROTC  
ROTC offers a program that leads to a commission as an officer in the Army or the Air Force. It is an elective and can be taken by those who desire it just like any other course. For additional information, call Army ROTC at (202) 806-6784 or Air Force ROTC at (202) 806-6788.  

INTERNATIONAL STUDENTS  
Immigration and Naturalization Service (INS) regulations gov-
erning nonimmigrant international students require that all students in the “F-1” and “M-1” visa categories be engaged in a full course of study. Undergraduates with “F-1” visas are required to be regis-
tered at all times for a minimum of 12 credit hours of coursework. Graduate students with “F-1” visas and all “J-1” visa holders are not required to take a specific number of credit hours as long as they are engaged in a full course of study as determined by their departments. Students must maintain full-time status throughout the semester. A student who begins with 12 credit hours or more but then drops courses later and no longer carries 12 credit hours is considered a part-time student. Students who do not meet these requirements are in violation of their immigration status and jeopardize their stay in the United States. All financial arrangements for study at Howard University must be made prior to registration time.  
It is each student’s responsibility to maintain legal immigration status while in the United States. You must make sure that your au-
thorized stay in the country has not expired (see 1-94 form in your passport); that your passport is valid for at least 6 months at all times; that you are registered every semester as a full-time student; that you do not work off campus without permission of the INS; and that you attend the school that the INS last authorized you to attend.  
International students must apply to INS to (1) extend their au-
thorized stay in the United States, (2) obtain permission to work off campus, and (3) transfer from Howard University to another school or from another school to Howard University. Further information and appropriate application forms can be obtained from Interna-
tional Student Services in Room 119, Blackman University Center.  
If you change your immigration status for any reason — for ex-
ample, from tourist visa to student visa or from student visa to per-
manent resident — it is imperative that you inform International Student Services so that the University will have accurate records. It is also important that the University have your current address at all times.  

REGULATIONS GOVERNING COURSE OFFERINGS IN THE DEPARTMENT OF MUSIC OF THE DIVISION OF FINE ARTS  
1. Students from academic programs of the University other than the Department of Music of the College of Arts and Sciences, Division of Fine Arts will not be permitted to register for any course in applied music (vocal or instrumental music) without the approval of the Assoc. Dean of the Division of Fine Arts. Such approval will be given only after the student has been interviewed and/or auditioned, and when space in applied music classes permits.  
2. Majors in the School of Education who enroll in the courses: An Introduction to the Fine Arts and Fine Arts in the Elementary Schools will be required to study the piano if they do not already possess minimal skills as determined by the instructor. Such instruction will be provided as a part of the course and no additional charge will be made.  

ATTENDANCE REGULATIONS  
All students are expected to attend classes regularly and promptly. Students who are absent from classes or laboratory periods are re-
sponsible for the entire work of the course. Members of the faculty will hold students responsible for regular and prompt class attendance.  
Any student who does not take a scheduled mid-term or final ex-
amination must obtain the approval of his or her instructor in order to take a substitute examination. A student who does not secure such approval will receive a grade of zero for the examination missed.  

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA (CUWMA)  
The CUWMA is a cooperative arrangement in post secondary education that is designed to permit the sharing of academic resources by member institutions and to offer qualified students the opportunity to enroll at other institutions for courses not available on their own campus.  
Howard University offers its qualified undergraduates and gradu-
ate degree students the opportunity to enroll in courses at American University, Catholic University, Gallaudet University, Georgetown University, George Mason University, George Washington Univer-
sity, Marymount University, Southeastern University, Trinity Col-
lege, University of the District of Columbia, and University of Maryland-College Park.  
Students enrolled in First Professional Degree Programs in Dentistry, Law, and Medicine are not eligible to participate in Con-
sortium cross-registration.  
Before applying for a Consortium course, you must first com-
plete your Howard University on-campus registration.
To be eligible for this program, a student must:
1. Be a fully admitted degree-seeking student.
2. Be actively enrolled in courses at Howard University at the same time that the Consortium course is being taken; carry as many hours at Howard University as at the other Consortium Institution.
3. Be in good academic standing.
4. Obtain the following approvals to participate in the Consortium.
   a. Fall and Spring Semesters/Summer Session —
      1. ACADEMIC APPROVAL—Your Academic Dean and Department Chairman.
      2. ADMINISTRATIVE APPROVAL—Ms. Wanda M. Jones, Consortium Coordinator, Room 105, Administration Building.
5. Return application to the Consortium Coordinator. At this point, the student copy (buff) will be returned to you after it has been validated by the Consortium Coordinator. The student should show this copy to the instructor at the host institution, but is to keep the copy for ID purposes at the host institution.

In special courses, (such as private instruction in music or art, or tutorial study) if a special fee is charged, such a fee is not covered by the Consortium agreement and must be paid by the individual student to the institution administering the course.

The total number of hours taken through the Consortium towards a degree must not exceed 40 percent of the total hours required for the degree.

Consortium courses are not approved for “audit.”

Courses to be pursued through the Consortium must be courses not available at Howard University during the given semester or year.

Students must follow the general registration procedures and pay the applicable tuition rate of Howard University.

As otherwise qualified, eligible employees and/or their dependent children are eligible to participate in the Consortium Program, but cannot use Remission of Tuition to pay for Consortium courses.

To drop a Consortium course, report immediately to the Consortium Coordinator and complete a Consortium withdrawal form. The student should show this copy to the instructor at the host institution.

Consortium information and materials are available in EM/Records and in the Associate Vice President’s office.

CONSORTIUM PROCEDURES FOR HOWARD STUDENTS ATTENDING UNIVERSITY OF MARYLAND — COLLEGE PARK (UMCP)

Howard University students may register for University of Maryland-College Park courses on a SPACE available basis beginning with the first day of classes.

Students will be expected to meet all prerequisites of UMCP courses restricted to specific UMCP majors and permission only courses.
1. Contact the UMCP Consortium Coordinator at the Registration Center.
2. A visiting student cannot audit any UMCP courses.
3. Present to the UMCP coordinator the third copy (buff) of the Consortium Registration Form completed by the Howard University Consortium Coordinator.

SPECIAL NOTICE TO GRADUATE AND PROFESSIONAL STUDENTS

Students who are enrolled in the Graduate School of Arts and Sciences, the School of Law, College of Dentistry, College of Medicine, and the School of Social Work, who wish to pursue courses other than those in their major field of study should apply through EM/Admission for Unclassified status in the College of Arts & Sciences. Courses other than those in their major field of study pursued in the Graduate or Professional schools will appear on the graduate or professional academic record and where applicable, will be computed in the cumulative averages.

PROSPECTIVE GRADUATES

Students in the process of completing their requirements for an Undergraduate degree and who wish to enter a graduate or professional school in a subsequent semester must submit an application and all required credentials and be officially accepted into the program.

GRADUATION REQUIREMENTS

UNDERGRADUATES — All students who anticipate graduating by a given semester, must report to their Academic Dean during the semester prior to the last semester of enrollment. Procedures for graduating will be explained at that time.

GRADUATE — All graduate students who wish to graduate by a given semester, must report to their Department Chairperson at least one semester prior to the last semester of enrollment for a comprehensive review of the appropriate graduating procedures.

Degree candidates in the Graduate School of Arts & Sciences must be enrolled during the semester in which the degree is conferred.

PROFESSIONAL — All professional students are notified at the end of their junior year by the appropriate Executive Promotions Councils.

ETHNIC ORIGIN DATA FOR COMPLIANCE REPORTING

Title VI of the Civil Rights Act of 1964, requires that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the U.S. Department of Education.

To determine whether an institution adheres to the above, the Office of Civil Rights Planning in the U.S. Department of Education requires that:

“Each recipient shall keep such records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may deter-mine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. In the case of any other recipient, such other recipient shall also submit such compliance reports to the primary recipient to carry out its obligations under this part.”

Title 45 Subtitle A — Department of Education Sec. 80.6 (b) (1972).

Consequently, Howard University must provide the U.S. Department of Education with specific statistical student ethnic origin data. Each student, therefore, is asked to assist the University in complying with this requirement by providing this data when requested.
ACADEMIC PROBATION, SUSPENSION AND READMISSION POLICY

Effective Fall 1998

A student enrolled in any of the undergraduate schools and colleges whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation.

Students who have achieved junior status or are in the professional phase of the following programs will incur probation if their cumulative grade point average falls below 2.5: Education, Pharmacy, Nursing, and Allied Health Sciences.

Regulations Governing Students on Probation

1. Students on probation must adhere to the following conditions for continued enrollment:
   A. Enroll in a maximum of 13 credit hours if full-time, and seven hours if part-time.
   B. Establish and maintain contact with their designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services at least once per month.

2. Probationary status will be removed when the student has achieved a cumulative average of at least 2.0.

3. Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.

4. Any student who voluntarily withdraws from the University while on probation will be subject to stipulations as a condition for readmission.

ACADEMIC SUSPENSION

1. Any student who fails to remove his/her probationary status within one semester, exclusive of summer sessions, will be suspended. Official notification of suspension will be from EM/Admission.

2. A one-semester extension of the probationary period may be requested by appealing in writing to the Dean of the School or College no later than 60 days prior to the first day of classes for the Fall semester and 15 days prior to the first day of classes for the Spring semester.

3. If the appeal is granted, the student will be required to follow specific stipulations during the extension period.

4. If the appeal is denied, the student is not eligible for readmission for at least one semester.

READMISSION AFTER ACADEMIC SUSPENSION

1. Requests for readmission must be initiated by submitting to EM/Admission, at least 60 days prior to the registration period:
   A. an application for admission to the EM/Admission; and,
   B. a completed petition for readmission to the school or college in which the student was last enrolled. The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.

2. Requests for readmission will be reviewed by the appropriate designee of the school of last attendance and an admission committee, which will render a decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors.

3. Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in automatic suspension from the University.
   A. Establish and maintain contact (at least once per month) with designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services.

   B. Enroll in appropriate courses in the Center for Academic Reinforcement and/or other support programs as stipulated by the admission committee.

   C. Enroll in a maximum of 13 credit hours if full-time, and seven credit hours if part-time, until the cumulative grade point average meets the requirement for removal of probation.

   D. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published program for their degree.

   E. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for removal of probation.

4. Failure to meet the above conditions may result in academic suspension.

GRADE POINTS AND GRADE POINT AVERAGE (GPA)

The grade point value is determined by multiplying the number of credits (also called hours) a course yields by the grade received for the course. Grades yield points as follows: A = 4; B = 3; C = 2; D = 1; F = 0; W, AD, P, S, U, and UW (not calculated).

The semester grade point average (GPA) is obtained by dividing the number of semester grade points earned by the number of credits attempted for the semester. For example, student attempts five courses totaling 13 credits for the semester, and receives grades as follows: Course 1 (3 credits) — "A"; Course 2 (3 credits) — "B"; Course 3 (2 credits) — "C"; Course 4 (1 credit) — "F"; Course 5 (4 credits) — "D". Total semester grade points earned for courses 1 through 5 are respectively: (3 x 4) + (3 x 3) + (2 x 3) + (1 x 2) + (4 x 1) = (12 + 9 + 6 + 2 + 4) = 33. Semester GPA = 33 ÷ 13 = 2.54.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits (C)</th>
<th>Grade</th>
<th>Grade Yield</th>
<th>Grade Points (G)</th>
<th>Grade Point Value (C x G)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>3 x 4 = 12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3 x 3 = 9</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>B</td>
<td>3</td>
<td>2 x 3 = 6</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>C</td>
<td>2</td>
<td>1 x 2 = 2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>D</td>
<td>1</td>
<td>4 x 1 = 4</td>
<td></td>
</tr>
</tbody>
</table>

Totals 13 33

Semester GPA = Total Grade Point Value ÷ Total Credits = 33 ÷ 13 = 2.54

The cumulative (or overall) GPA is determined by dividing the number of cumulative (or total) grade points earned at Howard University (including grade points for the most recent grading period) by the cumulative (i.e., total) number of credits attempted at Howard University. For example, student previously attempted 65 credits at Howard University and earned 160 grade points with an old cumulative GPA of 160 ÷ 65 = 2.46. The new cumulative number of credits attempted at Howard University = 65 + 13 = 78; and the new cumulative grade points earned = 160 + 33 = 193. The new cumulative GPA = 193 ÷ 78 = 2.47.

The grade point average is computed for all courses not officially canceled that have been taken and/or repeated in the student’s program of study.

ALL INCOMPLETE GRADES (other than grades for Thesis & Research)

must be completed by the student no later than the last day of classes of the semester in which the student is next in residence. (Instructors must submit Special Grade Reports for removing incomplete grades by the last day of the semester.)
INFORMATION AND GUIDELINES REGARDING THE ISSUANCE / DISTRIBUTION OF STUDENTS’ ACADEMIC RECORDS

A. Academic departments may obtain copies of students’ academic records, as needed, from the office of their respective academic Deans. If a student is not enrolled in the school/college with which a particular department is affiliated, a written request may be made to EM/Records for such student’s record. A Cumulative Grade Report (CGR) will be furnished, if applicable.

B. Admission independently obtains Academic Records of returning students (FSR) thereby obviating the need for such students (i.e., applicants) to initiate requests for the same.

C. EM/Records is the University-designated office authorized to issue official transcripts, after the requests for same have been cleared by Student Financial Services, and for which the appropriate Transcript Fee ($5 per copy) has been paid.

D. In all cases, copies of students’ academic records that are forwarded to other units of Howard University are furnished without cost to the students.

SEMESTER GRADES

At the end of each semester, semester grade reports for students who are United States citizens and permanent residents will be mailed to permanent addresses ONLY.

Semester grade reports for international students will be mailed to permanent addresses ONLY.

TRANSCRIPTS

Academic transcripts are issued by EM/Records, Room 104, Administration Building, which is the University-designated office for maintaining official academic records of all students currently or previously enrolled. Requests for transcripts will be honored only if the following conditions are met: requests must (a) be in WRITING; (b) contain the SIGNATURE OF THE STUDENT OR FORMER STUDENT whose record is requested; (c) be CLEARED FINANCIALLY by Student Financial Services.

The fee for transcripts (including student copies) is $5 per copy. Transcripts sent to other units of Howard University are free. All transcript requests will be honored as expeditiously as possible; but during such periods as examinations, grade reporting, and registration, there may be some delay.

SPECIAL NOTE:
Each academic transcript issued by EM/Records reflects, in chronological order, the COMPLETE and UNABRIDGED history of ALL academic endeavors attempted and/or earned by the student.

“Partial” transcripts are not furnished.

CERTIFICATIONS

Certifications consist of written verification of a variety of student enrollment-related data such as date(s) of attendance full-time/part-time status, and degree(s) received. Any former or currently enrolled student may request certification services by writing to the EM/Records. Some certifications may be furnished directly to various individuals or agencies such as prospective employers, official investigators, lending institutions, or government agencies. In all such cases, the information released about students shall satisfy the provisions of the Family Educational Rights and Privacy Act of 1974 and University policy.

PHOTO IDENTIFICATION CARDS

Student photo ID cards are issued by the EM/Records to incoming students (i.e., New Students, Transfer Students, and Former Students Returning) during the official registration period for a given semester. Each officially enrolled Howard University student is expected to maintain continuous possession of his/her photo ID card. Appropriate handling of his/her period of attendance at the University. Replacements of photo ID cards that are lost, stolen, or mutilated, may be obtained in EM/Records upon (a) filing an application for replacement and (b) paying a $15 replacement fee.

BACKGROUND CHECKS

Requests for background checks for employment purposes must be initiated by the department or unit responsible for the employment position. The University does not release student academic records for the purpose of conducting background checks.

BOOKSTORE

THE UNIVERSITY BOOKSTORE is located at 2225 Georgia Ave. NW. It is considered the main campus store. It stocks textbooks, reference materials, academic supplies, art, computer hardware, software, apparel, and gifts. Hours of operation are 8:30 am to 7:00 pm Monday through Friday; 10:00 am to 5:00 pm Saturday.

THE SCHOOL OF LAW BOOKSTORE is located at 2900 Van Ness St. NW on the lower level of Holy Cross Hall. It provides course books, study aids, legal outlines, school supplies, and convenience items. Hours of operation are 8:30 am to 5:00 pm Monday through Friday.

COORDINATED EDUCATION PROGRAM

The Cooperative Education (Student Career Experiential) Program has the overall objective of helping students to gain relevant “work experience” to their majors prior to completing course studies. Students who qualify are advised to submit application for paid employment within agencies of business, industry, social services, or government, for opportunities of alternating either full- or part-time periods of relevant work with full-time academic studies. In accordance with school/college policies, students may earn academic credit while working on relevant job assignments.

For more information call (202) 806-6599.

THE CENTER FOR ACADEMIC REINFORCEMENT

The Center for Academic Reinforcement (CAR) was established by action of the Howard University Board of Trustees in April 1974 and began to function in the first semester of the 1974–75 academic year. The Center is especially designed for entering freshmen in all the undergraduate schools and colleges who have unrealized potential in verbal, mathematical, and learning-study skills. Its objectives for learning are stated in performance or behavioral terms and are presented in clear anticipation of being used in the student’s current academic pursuits.

Students who are identified by their school or college as being in need of the CAR studies and services are required to attend.

MATHEMATICS PLACEMENT EXAMINATION FOR CAR-MATHEMATICS STUDENTS

All students must take a math placement examination before enrolling in CAR-Mathematics. The results of the placement examination will be used to determine whether a student should enroll in Basic Math I or in Basic Math II.

For further information regarding date, time, and location, please contact the Coordinator of the CAR-Mathematics Component in Room 110 of Academic Support Building B.

THE UNIVERSITY COUNSELING SERVICE

The University Counseling Service has a staff of professionally trained counselors and psychologists available to assist students with their concerns. We offer educational, career, and personal counseling on either an individual or group basis. Services are at no cost to all registered students — regardless of college or school in which the student is enrolled.

The University Counseling Service is located in the C.B. Powell Building Wing 1, Ground and First Floors. You are welcome to call for an appointment or to drop in for a visit between 8:00 am and 6:00 pm, Monday through Friday.
TITLE IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities by recipients of federal funds. The Title IX Coordinator for Howard University is Sharon P. Banks, who is located in the Office of the General Counsel Administration Building, Room 321, and can be reached at (202) 806-2650.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112, as amended P.L. 93-516) forbids discrimination against persons based on handicap by recipients of federal funds. The Section 504 Coordinator for Howard University is Barbara W. Williams, whose office is located in the Howard Center, Howard University, Washington, DC 20059, and can be reached at (202) 238-2420.

PASS/FAIL REGULATION

Sophomores, juniors, and seniors with a cumulative average of 2.0 or higher who enroll in at least 12 semester hours per semester, may elect, in addition, one course each semester in a department outside their major and minor sequence under the pass-fail arrangement. This pass-fail arrangement is not available to students in fulfilling hours in general education, but is restricted to electives exclusively. Through this arrangement a student will receive a passing designation if his/her work in the course rates as “D” or better and a failing designation if his/her work in the course rates below “D”. Except for students in the School of Business, courses passed under the pass-fail system will count towards graduation requirements. FAILING GRADES WILL BE INDICATED ON THE ACADEMIC RECORD; however, neither the passing grade nor failing grade will be computed in the grade point average. Students electing a course on a pass-fail basis cannot change later to regular grade basis for the particular course. Until further notice the Pass-Fail Regulation is on an experimental basis and is reviewed annually.

AUDITORS

Auditing a course consists of attending classes and listening without responsibility. All auditors must be admitted to the University and go through the regular registration process. Tuition for audited classes is the same as for classes taken for credit. An audited class will appear on the official academic record.

COURSE REPEATS

Effective September 1994

1. An undergraduate student may repeat only once a course for which he/she has received a grade of “D” or “F”. The lower grade will not be counted in the computation of the GPA.

2. Exceptions to repeating a course more than once will be made only if it is a major or minor requirement for which the minimum grade of “C” is required, or if a student is ineligible to advance to the next level without a passing grade. All subsequent repeats, after the first one, will be counted in computing the GPA.

3. In all course repeats, the failing or previous grade is not expunged from the academic record.

4. Students are not eligible to graduate with honors if they have repeated a course(s); they have not carried at least 12 credits for each semester enrolled, with the exception of the last semester in residence, and they have not completed the last half of the work required for their degree in residence at Howard University.

SPECIAL NOTE:

In all cases of Course Repeats the failing or previous grade is NOT expunged from the academic record.
SIGNATURES REQUIRED FOR COURSE OVERRIDES
IN EACH SCHOOL, COLLEGE, OR DIVISION

<table>
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<th>School/College/Division</th>
<th>Instructor</th>
<th>Department Chairman</th>
<th>Academic Dean</th>
<th>Associate Dean</th>
<th>Assistant Dean / Director of Student Svcs.</th>
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<td>Social Work</td>
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<td>X X X X X X X X</td>
</tr>
</tbody>
</table>

**NOTE:** The signatures indicated above are applicable for students enrolled in the particular School/College/Division, and for courses offered in such School/College/Division. Students seeking overrides for courses offered in a School/College/Division other than that in which the student(s) is/are enrolled, must:

1. Obtain written authorization from the instructor(s) [or Department Chairperson(s)] responsible for the course(s).
2. Obtain signature of the Dean (or Associate/Assistant Dean or other designated official) of the School/College/Division in which the student is enrolled.
3. Submit the completed form during the appropriate period to the Academic Advisor in the School/College/Division responsible for course overrides.

**SPECIAL NOTICE REGARDING COURSE OVERRIDES**

The course OVERRIDE capability exists for the sole purpose of accommodating those relatively few students who are given permission to either (a) enroll in a class that is “closed,” or (b) enroll in one or more classes that have reasonable time conflicts within the student’s schedule.

Course overrides must be APPROVED by the person(s) designated by the Dean/Associate Dean of each School/College/Division, according to the procedure(s) established by such School/College/Division. EM/Records does NOT APPROVE course overrides.
ACADEMIC INFORMATION — COLLEGE OF ARTS AND SCIENCES

NOTICE: The information in this section does not apply to students in the Division of Fine Arts

DEGREES OFFERED

The Bachelor of Arts degree is offered in Administration of Justice, African Studies, Afro-American Studies, Anthropology, Classics, Economics, English, French, German, History, Latin, Philosophy, Political Science, Russian, and Sociology.

The Bachelor of Science degree is offered in Biology, Chemistry, Mathematics, Physical Education and Recreation, Physics, and Psychology.

TEACHER EDUCATION

Students matriculating in the College of Arts and Sciences may enroll in the joint 5-Year Elementary Education program between the College of Arts and Sciences and the School of Education, in which the student receives a graduate degree. In addition, students in the College of Arts and Sciences may also enroll in courses for early childhood and secondary education. For further information about these programs, contact the Educational Advisory Center in the College of Arts and Sciences or the coordinator for Undergraduate Students Services in the School of Education.

DEGREE REQUIREMENTS

- 127 credit hours
- 2.00 or higher cumulative grade point average
- Completing all course requirements
- Passing a departmental Senior Comprehensive Examination
- 2.00 or higher grade point average in major and minor
- A grade of “C” or better in all courses used to satisfy the minimum credit-hour requirement in the major.

Unless otherwise indicated, a credit is calculated on the basis of 1 hour of recitation or lecture each week for one semester. Certain courses may require additional periods that carry no course credits. Each department is authorized to require grades higher than “C” for courses used to satisfy requirements for departmental majors.

RESIDENCE REQUIREMENT

The College of Arts and Sciences requires that students spend the last 30 hours of undergraduate study in residence at the University in the school or college in which the degree is awarded.

TRANSFER CREDITS

Students from regionally accredited junior (2-year) colleges may transfer a maximum of 65 credits at the time of enrollment in the College. Students from regionally accredited 4-year colleges may transfer a maximum of 90 credits at the time of enrollment in the College.

Students may take summer courses at other institutions with official approval from the following: Chairman of the Department of the discipline involved, the Chairman of the major department, and the Dean of the College or his/her designee.

Students who have already transferred the maximum of 65 credits from a regionally accredited junior (2-year) college will be permitted to transfer additional credits earned during the summer only from a 4-year accredited institution.

Students may use officially approved summer courses taken at other institutions to satisfy any requirement. This would include those courses that do not have departmental equivalents, but that have equivalents in another Howard University school or college. Students who live in the Washington, DC metropolitan area may take summer courses at regionally accredited institutions within said area.

Students must earn a grade of “C” (2.0) or better in a course for which they seek transfer credit. Students who transfer from other institutions will receive credit for the number of hours and courses transferred. Grades and grade point averages earned at other institutions are NOT transferable to the College.

COURSE LOAD

The normal load in the College of Arts and Sciences is five courses (excluding ROTC and Physical Education). Any program exceeding the normal load must be approved by the Dean of the College or by the EAC for students in the College of Arts and Sciences. A student in the College of Arts and Sciences must have an average of “B” or better during the preceding semester to take one additional course.

GENERAL EDUCATION REQUIREMENTS

It is expected that all students will, before the beginning of the junior year, complete a schedule of study in general education embracing the following: English, Speech, Foreign Language, Mathematics, Afro-American Cluster, Philosophy, Physical Education and courses prescribed for divisional requirements. In choosing courses to fulfill divisional requirements, students should be guided by their choice of a major field. A major must be declared by the end of the sophomore year. However, a major may be declared upon entering the College or at any time prior to the end of the sophomore year. Students may change their major at any time.

THE FOLLOWING COURSES ARE REQUIRED FOR GENERAL EDUCATION

1. Freshman Orientation — All New Entrants to the College of Arts and Sciences must enroll in and pass Freshman Orientation (FRSM-001), which is a requirement for graduation.

2. English — Effective August 1, 1982, students must complete at least two courses in English composition — English 002 and 003. In addition, they must complete one of the following: 005, 006, 007, 009, 010, 011, 129, or a writing-intensive course in the disciplines (see the special notice in the table of contents). A student may be exempted from 002 and/or 003 based on the student’s performance on the College Board Entrance Examination. Students earning a grade of “D” in English 003 must take English 004 before taking the additional required course in writing.


4. Foreign Language — In order to satisfy the foreign language requirement in the College of Arts and Sciences, students must demonstrate competency at the 004 level either by successfully completing the foreign language sequence in the College of Arts and Sciences or by achieving a passing score, determined by the appropriate departments, on a placement examination, in each of the following components: writing, listening, reading, and speaking, as appropriate. If students meet the standards as measured by the placement examination, they may be exempt from some or all of the courses in the four-semester sequence. At the conclusion of one of the first three semesters in the foreign language sequence, students may petition to take an exit examination at the 004 level.

5. Philosophy — One course chosen from the following:

- PHIL-051 Principles of Reasoning
- PHIL-053 Scientific Method
- PHIL-055 Introduction to Philosophy
- PHIL-057 Introduction to Ethics
- PHIL-159 Knowledge and Value (required of elementary education majors)

6. Physical Education — Four 1-hour courses are required, beginning with the first semester in residence. The courses must include: health, swimming, and two electives.

7. Mathematics — Effective Fall Semester 1986, all students must satisfy a 1-year college level mathematics requirement.

8. African-American Cluster — Effective Fall 1987, all students must satisfy an Afro-American course requirement. Students should select one course from the following seven courses:

- ENGL-054/055 African-American Literature
- POLS-006 Pan-Africanism
- HIST-005/006 Introduction to Black Diaspora
AFST-101 African World: Introduction to Contemporary Africa
AFRO-005/006 Afro-American Studies
MUTP-100 Blacks in the Arts
FASH-102 Perspectives on African-American Dress
ARTH-193 Black Body Dress an Culture

9. **Comprehensive Examination** — All students are required to take and pass a comprehensive examination in their major. For details concerning the examination, students should contact their department or the Arts and Sciences Educational Advisory Center.

**DIVISIONAL REQUIREMENTS**

Students majoring in the following areas must complete the designated divisional course requirements (see page 23 for the distribution of divisional courses and course titles):

<table>
<thead>
<tr>
<th>HUMANITIES</th>
<th>SOCIAL SCIENCES</th>
<th>NATURAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Div. Courses</td>
<td>No. of Courses</td>
<td>Div. Courses</td>
</tr>
<tr>
<td>A</td>
<td>2</td>
<td>A</td>
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<tr>
<td>B</td>
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<td>C</td>
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</tr>
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<td>D</td>
<td>4</td>
<td>D</td>
</tr>
<tr>
<td>Total</td>
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**DEPARTMENTS IN EACH DIVISION OF ARTS AND SCIENCES**

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Social Sciences</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classics</td>
<td>African Studies</td>
<td>Biology</td>
</tr>
<tr>
<td>English</td>
<td>Afro-American Studies</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Modern Languages and Literature</td>
<td>Anthropology/Sociology</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Economics</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>Physics-Astronomy</td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

**MAJOR AND MINOR REQUIREMENTS**

All candidates for a degree in the College of Arts and Sciences must follow a program of study consisting of a major and minor concentration. A major concentration is a series of courses prescribed by a given department as being necessary for a major in that department. A major ordinarily includes 24 to 39 credits earned in a single department or in closely related departments. A minor concentration is a combination of courses from other departments that is designed to broaden the student's perspective and buttress his/her major area of concentration. A minor consists of 15 to 18 credits earned in one or more areas outside the student's major department.

**HONORS PROGRAM**

The Honors Program offers intensified study for selected students. Emphasis is on the acquisition of knowledge and the comprehension of ideas. Opportunities for independent study are available as early as the sophomore year. Work in Honors is offered in each of the four years of study. Students who fail to qualify for honors study during the freshman year may be admitted at the beginning of their sophomore year. An honors student must satisfy all requirements for graduation that are not included in the Honors Program. Courses designated as honors courses in the Student Reference Manual and Directory of Classes are normally restricted to students formally enrolled in an honors program. Other students must obtain the written permission of the instructor to enroll in such courses.

Honors study includes courses in general education and in specialized departmental areas. Work in general education consists of courses in English composition, literature, and natural and social sciences during the freshman year, and seminars during the sophomore and junior years. In the student's area of specialization, honors study allows for flexibility with opportunities for independent study through supervised reading in the sophomore and junior years and directed research in the senior year.

**GENERAL HONORS**

Honors at commencement will be awarded as follows:

- **Cum Laude** — granted on the basis of a cumulative grade point average of 3.2 or higher.
- **Magna Cum Laude** — granted on the basis of a cumulative grade point average of 3.5 or higher.
- **Summa Cum Laude** — granted on the basis of a cumulative grade point average of 3.8 or higher.

Grades in non-credit courses will not be considered in determining honors. To be eligible for honors at graduation a student in the College of Arts and Sciences must carry at least 12 credits for each semester of each regular semester enrolled, with the exception of the last semester in residence. A student who has not completed the last half of work required for their degree at Howard University is not eligible for honors.

**DEPARTMENTAL HONORS**

Students may be admitted to departmental honors in the major department if the cumulative and departmental grade point averages are 3.2 or higher. Students who earn a “B” in the departmental honors project and a final grade point average of 3.2 or higher will graduate with departmental honors. Students who earn an “A” in the departmental honors projects and a final average of 3.5 or higher will graduate with departmental high honors.

**DEAN’S HONOR ROLL**

Each academic year, the Dean of the College of Arts and Sciences publishes an honor roll of all full-time students in the College who earned an average of 3.2 or higher for courses completed during the preceding year.

**ACCELERATED MEDICAL AND DENTAL EDUCATION PROGRAMS**

The accelerated Medical and Dental Education Programs are joint curricula at Howard University spanning the premedical and medical, or predoctoral and dental programs. These programs offer students an opportunity to pursue a joint program of requirements for the Bachelor of Science and Doctor of Medicine Degrees, or the Bachelor of Science and Doctor of Dental Surgery Degrees. There is also an option not to complete the baccalaureate degree requirement if there is evidence through high scores on standardized tests and a high performance in courses of outstanding college-level achievement. Application for admission to these programs must be made to the Preprofessional Education Program, Founders Library Room 338.

**Center for Preprofessional Education — Counseling for Health Professions**

The Center for Preprofessional Education organizes and directs programs that strengthen the motivation and preparation of Arts and Sciences and Graduate students for success in the curricula for Health Education. The Center provides individualized counseling for the professions of:

- Allied Health Sciences
- Allopathic Medicine
- Dentistry
- Optometric Medicine

• Osteopathic Medicine
• Pharmacy
• Podiatric Medicine Program
• Veterinary Medicine

**Special Programs Include:**

- Bachelor of Science/Doctor of Medicine (B.S./M.D.)
- Bachelor of Science/Doctor of Dental Surgery (B.S./D.D.S.)
- Prepharmacy
- Health Science Institute (HSI)
- High School/College Internship Program (HSCIP)

Inquiries about these programs (e.g. applications, test requirements) should be directed to the Center’s office in Founders Library Rooms 335 and 336.
The Educational Advisory Center (EAC) is responsible for counseling students in the College of Arts and Sciences. Professional counselors are available to work with students in their freshman and sophomore years to arrange their academic schedules and advise students generally. The EAC is located in Room 110 Locke Hall.

**DISTRIBUTION OF DIVISIONAL COURSES AND COURSE TITLES**

SPECIAL NOTE: NO MORE THAN 6 HOURS IN A SINGLE DEPARTMENT OF THE COLLEGE OF ARTS AND SCIENCES OR IN ANY OTHER SCHOOL OR COLLEGE CAN BE COUNTED TO SATISFY THE DIVISIONAL STUDIES REQUIREMENT.

### DIVISIONAL STUDIES A:
No knowledge of a foreign language is required for any course listed below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>CLAS 014</td>
<td>Introduction to Humanities I</td>
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<tr>
<td>CLAS 015</td>
<td>Introduction to Humanities II</td>
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<tr>
<td>ENGL 014</td>
<td>Introduction to Humanities I</td>
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<tr>
<td>ENGL 015</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>SPAN 014</td>
<td>Introduction to Humanities I</td>
</tr>
<tr>
<td>SPAN 015</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>GERM 014</td>
<td>Introduction to Humanities I</td>
</tr>
<tr>
<td>GERM 015</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>FREN 014</td>
<td>Introduction to Humanities I</td>
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<tr>
<td>FREN 015</td>
<td>Introduction to Humanities II</td>
</tr>
<tr>
<td>CLAS 016</td>
<td>Ideas in Antiquity</td>
</tr>
<tr>
<td>CLAS 101</td>
<td>Greek Literature</td>
</tr>
<tr>
<td>CLAS 102</td>
<td>Roman Literature</td>
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<tr>
<td>CLAS 103</td>
<td>Classical Art</td>
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<tr>
<td>CLAS 108</td>
<td>Greek Drama</td>
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<tr>
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<td>Classical Mythology</td>
</tr>
<tr>
<td>CLAS 111</td>
<td>Satire and Comedy in the Ancient World</td>
</tr>
<tr>
<td>CLAS 112</td>
<td>Ancient Law and Politics</td>
</tr>
<tr>
<td>CLAS 113</td>
<td>Women in the Ancient World</td>
</tr>
<tr>
<td>CLAS 114</td>
<td>Love in Antiquity</td>
</tr>
<tr>
<td>ENGL 054</td>
<td>Afro-American Literature to 1940</td>
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<tr>
<td>ENGL 055</td>
<td>Afro-American Literature Since 1940</td>
</tr>
<tr>
<td>ENGL 180</td>
<td>Third World Literature Myth and Archetype</td>
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<td>HUMA 107</td>
<td>Women in Literature</td>
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<td>SPAN 107</td>
<td>Women in Literature</td>
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<tr>
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<td>Individual and Society</td>
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<td>GERM 101</td>
<td>Literature of Love</td>
</tr>
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<td>GERM 111</td>
<td>Classic Films in English</td>
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<td>RUSS 101</td>
<td>Literature in Revolution</td>
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<td>RUSS 103</td>
<td>Love and Hate in Literature</td>
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<td>RUSS 109</td>
<td>Slavic Mythology</td>
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<td>FREN 100</td>
<td>Francophone Literature in English</td>
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<td>FREN 106</td>
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<td>Women in Literature</td>
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<td>ARTH 161</td>
<td>Art Appreciation</td>
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<tr>
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<td>Introduction to the Theatre</td>
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### DIVISIONAL STUDIES B: SOCIAL SCIENCES
OPEN TO FRESHMEN

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<tbody>
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<tr>
<td>CLAS 105</td>
<td>Roman Civilization</td>
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<tr>
<td>CLAS 112</td>
<td>Ancient Law and Politics</td>
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<tr>
<td>CLAS 115</td>
<td>Slavery in the Greco-Roman World</td>
</tr>
<tr>
<td>POLS 001</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>HIST 001</td>
<td>Introduction to Study of Civilization</td>
</tr>
<tr>
<td>HIST 002</td>
<td>Introduction to Study of Civilization</td>
</tr>
<tr>
<td>HIST 005</td>
<td>Introduction to Black Diaspora</td>
</tr>
<tr>
<td>HIST 006</td>
<td>Introduction to Black Diaspora</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World Geography</td>
</tr>
<tr>
<td>HIST 102</td>
<td>Economic Geography</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Introduction to Sociology</td>
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<tr>
<td>HIST 104</td>
<td>Cultural Life of Germany I</td>
</tr>
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<td>HIST 105</td>
<td>Cultural Life of Germany II</td>
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<td>HIST 106</td>
<td>Cultural Life of Russia</td>
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<td>HIST 107</td>
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<tr>
<td>HIST 108</td>
<td>Dissident Soviet Writers</td>
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<tr>
<td>HIST 109</td>
<td>Introduction to African Studies</td>
</tr>
<tr>
<td>HIST 109</td>
<td>Afro-American Studies I</td>
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<tr>
<td>HIST 110</td>
<td>Afro-American Studies II</td>
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<td>HIST 111</td>
<td>Historical Geography and the Caribbean</td>
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<td>HIST 112</td>
<td>History of Latin America and the Caribbean</td>
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### DIVISIONAL STUDIES C: SOCIAL SCIENCES
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<td>ECON 001</td>
<td>Principles of Economics I</td>
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<tr>
<td>ECON 002</td>
<td>Principles of Economics II</td>
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<td>ECON 199</td>
<td>Introduction to Urban Economics</td>
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<tr>
<td>POLS 005</td>
<td>Introduction to Asian Politics</td>
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<tr>
<td>POLS 011</td>
<td>State and Local Politics</td>
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<td>POLS 143</td>
<td>Black Electoral Politics</td>
</tr>
<tr>
<td>HIST 003</td>
<td>Europe and the Wider World</td>
</tr>
<tr>
<td>HIST 004</td>
<td>Europe and the Wider World</td>
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<td>U.S. History Since 1865</td>
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<tr>
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<td>Introduction to African History</td>
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<td>HIST 031</td>
<td>Introduction to African History</td>
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<td>HIST 040</td>
<td>Introduction to the History of Latin America and the Caribbean</td>
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<td>HIST 041</td>
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<td>AFST 101</td>
<td>African World</td>
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<td>AFRO 131</td>
<td>Black Philosophy I</td>
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<td>AFRO 133</td>
<td>Black Social and Political Protest</td>
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<td>AFRO 191</td>
<td>Contemporary Slavery</td>
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### DIVISIONAL STUDIES D: NATURAL SCIENCES

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<td>COMP 002</td>
<td>Planetary Sciences</td>
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<td>COMP 003</td>
<td>Physical Sciences</td>
</tr>
<tr>
<td>COMP 004</td>
<td>Computers and Society</td>
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<td>General Chemistry</td>
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<td>MATH 006</td>
<td>College Algebra I</td>
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<td>Introduction to Statistics</td>
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<td>MATH 015</td>
<td>College Algebra and Trigonometry</td>
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<td>General Astronomy</td>
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<td>PSYC 050</td>
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<tr>
<td>BIOL 101</td>
<td>General Biology I</td>
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<tr>
<td>BIOL 102</td>
<td>General Biology II</td>
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</table>
SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that you must maintain Satisfactory Academic Progress (SAP) toward an approved, eligible academic program to be eligible to receive financial aid. Three components of your academic record determine whether you are maintaining satisfactory academic progress: course completion, grade point average (GPA) and maximum eligibility. The requirements in each area vary according to your status as an undergraduate, graduate or professional student, your school/college of enrollment, and your enrollment status (full-time, half-time, or less than-half-time). This federal policy affects your eligibility for assistance in the following aid programs:

- **Federal**: Federal Work-Study, Federal Pell Grant, Federal Perkins Loan, Federal Direct PLUS Loan (parent loan), Federal Supplemental Educational Opportunity Grant, Federal Family Education Loan Program, Federal Direct Loan Program, Nursing Student Loans and Health Professions Loans and Grants
- **State**: D.C. Tuition Assistance Grant, LEAP, Alternate Loan Programs, Student Educational Loan Fund, and all eligible State Programs
- **Other**: Select alternate Outside Loan Programs

### SAP CRITERIA

**Completion Ratio**

Your enrollment status is reviewed at the end of each academic year to verify that you have earned the required minimum number of credits during fall and spring semesters. You are required to complete at least 70% of all attempted hours of coursework each academic year.

**Cumulative Grade Point Average (GPA)**

As an undergraduate student, your cumulative grade point average (GPA) will be reviewed at the end of each academic year of attendance. You will be placed on Financial Aid Probation if your cumulative GPA is less than a 2.00 following the completion of your first academic year (fall and spring). After your second academic year (fourth semester of attendance), you must have achieved a 2.00 cumulative GPA or your financial aid eligibility will be suspended. Undergraduate students are also required to maintain a 2.00 GPA each academic year of attendance, thereafter.

Graduate and professional students are required to maintain the GPA as required by their chosen program of study.

**Maximum Eligibility**

You will maintain financial aid eligibility for a specified period of time. Undergraduate and graduate students must complete their chosen academic program within 150 percent of the number of credit hours required for graduation or successful completion of your program. (For example, an undergraduate student may attempt a maximum of 191 credit hours for a program requiring 127 hours for graduation.)

Undergraduate students will be notified when they are within 24 credit hours, and graduate students within 18 credit hours of reaching the expiration of their financial aid eligibility. You must continue your studies at your own expense when you have reached your maximum eligibility for financial aid.

Because of the special nature and delivery format of the professional education programs, students enrolled in professional programs will maintain financial aid eligibility for a period not to exceed the following:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>MAXIMUM ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juris Doctorate</td>
<td>3 academic years (or 6 semesters)</td>
</tr>
<tr>
<td>Master of Law (LLM)</td>
<td>2 academic years (or 4 semesters)</td>
</tr>
<tr>
<td>Medicine</td>
<td>5 academic years (or 10 semesters)</td>
</tr>
<tr>
<td>Doctor of Dental Surgery (DDS)</td>
<td>4 academic years (or 8 semesters)</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>2 academic years (or 4 semesters)</td>
</tr>
<tr>
<td>Doctorate with previous graduate degree</td>
<td>5 academic years (or 10 semesters)</td>
</tr>
<tr>
<td>Doctorate without previous graduate degree</td>
<td>7 academic years (or 14 semesters)</td>
</tr>
</tbody>
</table>

**Financial Aid Probation**

Financial aid probation will occur for your next academic year of attendance if you fail to earn the minimum number of credits and/or the GPA required. You may continue to receive financial aid while on financial aid probation.

**Financial Aid Suspension**

Your financial aid eligibility will be suspended if you fail to earn the required overall cumulative credits or achieve the required GPA while on financial aid probation. You will no longer be eligible to receive financial aid to attend Howard University. To reinstate your financial aid eligibility, you must enroll and successfully complete, at your own expense, a semester at the University as a matriculating student. If you are academically suspended from the University, you must also apply for readmission to the University and complete the Financial Aid Appeal Process.

**Exclusions**

The following types of registration and grades cannot be used to fulfill probation, suspension or rematriculation requirements: credits by special exam, Advanced Placement or CLEP exams, distance education or correspondence courses for which you have not obtained prior approval, audit, withdrawal, incomplete and zero credit courses.
**ADDITIONAL SAP REQUIREMENTS**

- Although you may not be receiving financial aid, you will be evaluated for financial aid eligibility on the same basis as students who receive federal and state aid. Should you apply for aid, your eligibility will be based on your prior academic performance at Howard University.

- If you are enrolled in a dual degree program, you may appeal for an extension of the maximum time frame provision of this policy.

- If you are an undergraduate student pursuing a second degree, you may attempt an additional 48 credit hours to complete your second degree program, including prerequisite courses. Graduate/professional students may attempt an additional 24 credit hours.

- If you are a transfer student, your maximum eligibility will be reduced by the number of transfer credits accepted by Howard University.

- Credits you have earned at foreign institutions will be included in your SAP evaluation provided they are applicable to the degree/program sought.

- Courses in which you receive a grade of 'F' (incomplete) accompanied by a letter grade will be considered when evaluating your completion ratio, and will influence your term and cumulative GPA. All attempted and earned credits are considered in maximum eligibility determination.

- Courses in which you receive a grade of 'W' (withdrawal) do not earn credits or affect your GPA, but they will be considered when evaluating your maximum eligibility. You may retake courses from which you withdraw, and those credits will count toward determining your enrollment status and completion ratio, provided you have not earned credit for the same course.

- If you are enrolled in undergraduate remedial courses, credits attempted/earned will count toward determining your enrollment status, minimum credits earned and maximum eligibility.

- If you take undergraduate courses while you are a graduate student, courses that are satisfactorily completed do not earn graduate credit or influence your graduate GPA, nor will they count toward determining your enrollment status or minimum credits earned at the graduate level.

  - All undergraduate and prerequisite courses are evaluated in SAP Maximum Eligibility.

- If you are taking courses to earn professional licensure, you must be admitted to a degree program in order to receive financial aid. Students completing licensure courses and are not seeking a bachelor’s, master’s, or doctoral degree are not eligible for financial aid.

- The credits earned from repeated courses will count toward the determination of your enrollment status and maximum eligibility. However, for purposes of financial aid satisfactory academic progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits earned per year.

- If you attend a summer session and wish those credits/grades to be considered with your fall and spring total, you must complete the appeal process at the end of the summer term. Summer credits will count toward determining your maximum eligibility.

**APPEAL PROCESS**

You may appeal a financial aid probation or suspension status by submitting a completed appeal form to the Office of Financial Aid, Scholarships and Student Employment within 21 calendar days from the date of your notification.

You can obtain a form from the Office of Financial Aid, Scholarships and Student Employment or by visiting the website at www.howard.edu.

If you failed to achieve SAP because of mitigating circumstances, you must submit the appeal form with a letter of explanation with any supporting documentation attached. Mitigating circumstances would include extreme illness or injury, family crisis, or death of immediate relative. The circumstance must be documented.

You may request a review of your Satisfactory Academic Progress status if you attend a summer session that increases your GPA to the minimum required or earn credits that increase your academic year completion ratio to a minimum of 70 percent.

Send your appeal with any required documentation to:

**Appeals Committee**

The Office of Financial Aid, Scholarships and Student Employment

Administration Building, Room 205

2400 6th Street NW

Washington, D.C. 20059

The committee will review your request and make a decision within 21 business days from the receipt of your appeal. You will receive written notification of the committee’s decision. The decision of the committee is final and there is no additional appeal process.

**FEDERAL FINANCIAL AID UNOFFICIAL WITHDRAWAL POLICY**

Howard University is required by federal law to identify and report any student who has unofficially withdrawn from the University and is a recipient of federal student financial aid. As a result of this requirement, it is the policy of Howard University that all faculty, by the end of the third week of classes of each semester, must identify students who have never attended class. The Faculty will be required to report this unofficial withdrawal data using the on-line Banner Web Grade Reporting System. A grade of Unofficial Withdrawal (UW) will be assigned to the student who has never reported to class as of the last day of the third week of class. The UW grade will not be counted in the calculations of the student’s GPA, but will count for financial aid purposes in the calculation of attempted hours. The Financial Aid Office will generate a report of all Title IV recipients who have a grade of UW. This report will be used to calculate the amount of financial aid the student is ineligible to receive. This mandatory reporting is required by the Department of Education for all institutions of higher education receiving Title IV funding.

** Unofficial withdrawal is the official status given to a student who never reported to classes as prescribed by the Department of Education.
Howard University Refunds and Adjustments of Title IV Funds

A student who withdraws from the University within the first 60% of the semester will receive an adjustment to their student Financial Aid. This adjustment to the student’s Financial Aid will be based on a percentage which represents the amount of time remaining in the semester, and will be applied to the total institutional charges assessed to the student, as well as the Title IV financial aid applied to the student's account.

The percentage that represents the amount of time remaining in the semester shall be determined by dividing the total number of calendar days in the semester not completed by the student by the total calendar days in the semester. The total calendar days in the semester begins with the first day of classes, ends with the last scheduled day of exams, includes weekends, but excludes scheduled breaks of five or more days and days that the student was on an approved leave of absence. No adjustments will be made to a student’s Financial Aid if the percentage representing the amount of time remaining in the semester is less than 40%.

The University will refund the amounts due from the University and the student to the appropriate Title IV program in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Perkins Loan
- Federal PLUS Loans (received on behalf of student)
- Federal Direct PLUS Loans (received on behalf of student)

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period of enrollment for which a return of funds if required in the following order:

- Federal Pell Grants
- Federal SEOG Program Aid
- Other grants or loan assistance authorized by Title IV of the HEA.

The University will assume the responsibility for making the appropriate refunds to the Title IV programs for overpayments received by the student, as well as overpayments received by the University. It is the responsibility of the student to pay the University for these overpayments within 90 days of the date that the student withdrew from the University. Failure to repay the University the amounts of the overpayments will jeopardize the student’s eligibility for further Title IV financial assistance at Howard University as well as other institutions of higher education.
PRIVACY RIGHTS OF STUDENTS

Section 438 of the “General Education Provisions Act,” as amended, commonly referred to as the “Buckley Amendment:”

1. AFFORDS each student, once enrolled in an institution of higher education, THE RIGHT:
   a. OF ACCESS (within a 45 day period) to his education record there, EXCEPTIONING those items specifically excluded by the Act, namely:
      (1) FINANCIAL RECORDS of parents
      (2) CONFIDENTIAL LETTERS and statements of recommendations entered in the file PRIOR TO JANUARY 1, 1975.
      (3) CONFIDENTIAL RECOMMENDATIONS entered in the education record after January 1, 1975 and to which the student has WAIVED RIGHT OF ACCESS

   It is understood that the institution:
      (1) cannot require as a condition of admission or award of financial aid, the waiving of right of access to letters of recommendation;
      (2) must, upon request, furnish the names of all persons making confidential recommendations;
      (3) shall use such letters ONLY for the purpose for which they were intended

   b. FOR A HEARING to:
      (1) CHALLENGE the content of his/her education record and, if appropriate
      (2) CORRECT OR DELETE any inaccurate, misleading or inappropriate data contained therein.
      and
      (3) INSERT a written explanation respecting the contents of such records.

2. EXCLUDES from student access CERTAIN FILES not directly related to the student's education records as:
   a. PERSONNEL NOTES institutional, supervisory and educational personnel.
   b. Campus LAW ENFORCEMENT RECORDS.
   c. EMPLOYEE FILES if student is employed by the institution.
   d. MEDICAL, PSYCHOLOGICAL-COUNSELING AND PSYCHIATRIC RECORDS or case notes maintained by appropriate professional of the student's choice.

3. DEFINES DIRECTORY INFORMATION which the institution may release without the written request of the student unless he/she has specifically and in writing requested that no such data be released. (Directory Information includes: Name; Address; Telephone Number; Date of Birth; Dates of Attendance; School or College; Major Field of Study; Credit Hours Earned; Degrees Earned and Honors Received.)

4. REQUIRES the institution to obtain the WRITTEN CONSENT OF THE STUDENT to release his/her education record (or personally identifiable data contained therein other than “Directory Information” subject to the limits specified above) EXCEPT FOR the following persons/agencies/institutions specifically exempted by the Act:
   a. PERSONNEL WITHIN THE INSTITUTION who have a legitimate educational interest;
   b. OFFICIALS OF OTHER INSTITUTIONS in which the student SEEKS, OR INTENDS, TO ENROLL (with the understanding that he/she will be so notified and a copy of the document granted if desired);
   c. Certain GOVERNMENT OFFICIALS/AGENCIES listed in the ACT. Persons/agencies in connection with a student's application for, or receipt of, FINANCIAL AID;
   d. Recognized ORGANIZATIONS CONDUCTING STUDIES AS WELL AS ACCREDITING AGENCIES desiring information, each with the understanding that personally identifiable data is not to be released or retained after its purpose is served.
   e. PARENTS OF DEPENDENT STUDENTS (as such dependency is defined in Section 152 of the Internal Revenue Code of 1954);
   f. STUDENT RECORDS

5. REQUIRES the institution to MAINTAIN A RECORD of those persons requesting and/or gaining access to the student's education record (except for 4. a. above and all requests for Directory Information);

6. Makes it incumbent upon the institution to NOTIFY THE STUDENT in the event OF A SUBPOENA of his/her record or a judicial order requiring the release of such data;

7. EXPECTS the institution to INFORM THE STUDENTS of their rights under the provisions of this Act.

POLICY GOVERNING THE MAINTENANCE OF STUDENT RECORDS.

THE RIGHTS OF STUDENTS REGARDING SUCH RECORDS, AND THE

RELEASE OF INFORMATION ON STUDENTS TO THIRD PARTIES

IT IS THE POLICY OF THE BOARD OF TRUSTEES OF HOWARD UNIVERSITY THAT: Students should have access to information about themselves in the University record-keeping systems. An individual student shall be accorded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student’s educational record file shall not be disclosed or used for other than authorized University purposes without his or her written consent, unless required by law. Student files shall be retained for a reasonable period of time. The Office of the Vice President for Student Affairs is hereby charged with the responsibility of implementing the policy within the following guidelines.

Guidelines

1. Confidential Nature of Student Records — Student educational records, except as herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President, or other Executive level officers of the University or parents of a dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.

2. Release of Information to Investigators — When written consent has been received by the University from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records or such students may be released through authorized staff personnel of the University within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, must indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not prior released will be withheld if a student timely notifies EM/Records in writing that he or she has withdrawn his or her prior consent. Student consent forms with reference to their educational records should be filed with the Associate Vice President for Enrollment Management who will in turn notify appropriate offices of the University that such consent has been given and in the event such consent is withdrawn will direct these offices to discontinue release of such information.

3. Student Educational Records — The Office of the Vice President for Student Affairs shall prepare annually a list of the various categories of student educational records extant in the University. This list shall be promulgated in such ways as to afford students an opportunity to know of the kinds of records kept and their location. The list shall contain a summary explanation of the kinds of records kept under each category (e.g., Academic Records), and the cost, if any, which will be charged to the parent or student for reproducing copies of such records. It shall be known as the Student Educational Records List.

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4. **Student Addresses and Telephones** — Officers and employees of the University will not normally release addresses or telephone numbers of students to persons not officially connected with the University. There may be an exception in cases of emergency. Requests under claimed emergencies will be referred to the Office of the Dean for Special Student Services or the Office of the Dean of Residence Life for the purpose of making a judgment as to whether, under the circumstances, such information should be released.

5. **Student Review of Records** — A student may make a written request to review an educational record of a type found on the Student Educational Record List at any appropriate University office at any reasonable time. Upon receipt of such requests, the office involved will make the arrangements necessary to accommodate requests for review of student records as soon thereafter as practicable. A student may waive in writing the right to review letters of recommendation written in his or her behalf or at his or her request which have been placed in his or her educational record after January 1, 1975.

   If a student challenges the contents of his or her student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of his or her rights or she shall be accorded a hearing in order to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein, and to insert into such record, where found to be warranted, a written explanation from an appropriate source respecting the content of such records. The hearing shall be conducted by a person designated by the President of the University of his designee. Such person shall not have a direct interest in the outcome of the hearing. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student or parent believes that the student was entitled to a higher grade.

6. **Records Not Subject to Review** — Records maintained by the University with respect to which a student does not have a right of review include but are not limited to instructors’ or administrators’ notes, financial statements submitted by parents in support of applications for financial aid, and letters of recommendation received by the University prior to January 1, 1975.

7. **Faculty Review of Student Academic Record** — Individual faculty members may review academic records of their students with the students’ consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the University in the discharge of their official functions.

8. **Research Involving Student Records** — The University recognizes research by graduate students, faculty, and administrative staff as a fundamental component of its overall mission. Occasionally such research involves the use of data that is to be extracted from student records which are essentially confidential. Approval to conduct such research must first be obtained from the person in charge of the involved discipline(s) and, following this, authorization to utilize student records must be obtained from the administrative officer under whose jurisdiction the record which are to be utilized are maintained. In such instances the administrative officer maintaining custody of such records shall make every effort to insure the anonymity of identifying information contained in the records utilized.

9. **Removal of Records from Custodial Office** — Except, as required, in cases involving litigation, a student’s permanent academic record may not be removed from EM/Records. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.

10. **Retention of Student Records** — Admission applications (of individuals who actually enroll) and academic records shall be maintained indefinitely by the Office of Enrollment Management. Records of student financial indebtedness to the University shall be maintained on an indefinite basis.

   Health records on students shall be kept for a period of five years after graduation or anticipated date of graduation. Student personnel records shall be retained for two years following graduation.

Disciplinary records of students involving sanctions less than expulsion or indefinite suspension shall be maintained by the Office of the Vice President for Student Affairs for a period of five years following the graduation of such individuals except that in cases where the student does not graduate, the record shall be maintained for a period of eight years following the last enrollment. Records of students who are expelled or suspended indefinitely, whether for academic, health, or disciplinary reasons, shall be maintained on an indefinite basis.

Records of convictions of students who are convicted in civil courts of (1) misdemeanors involving moral turpitude, and (2) all felonies may be retained by the Office of the Vice President for Student Affairs for a period of five and eight years, respectively, following such convictions.

11. **Requests for Judicial Process** — When any subpoena or other judicial order is issued requesting information about a student, the officer receiving the order or subpoena shall immediately contact the Office of the General Counsel.

   Approved by the Board of Trustees September 27, 1975

**ADMINISTRATIVE PROCEDURES RELATING TO THE RIGHTS OF STUDENTS REGARDING RECORDS MAINTAINED ON THEM BY HOWARD UNIVERSITY**

1. The University will at least annually, provide notice to students, of the following:
   a. the types of educational records and information contained therein directly related to students and maintained by the University;
   b. the name, position, and campus location of the official responsible for the maintenance of each type of record to which students have a right of access, and
   c. the categories of information, if any, which the University has designated as directory information.

2. A student desiring to review a reviewable University record shall execute in writing a form entitled “Request for Review of Student Record” obtained from and provided by the office concerned. A record of all requests for review of records by students, including the disposition thereof, shall be maintained by all offices of the University in which such requests are made. In instances in which a student requests a review of the contents of a University record, the office involved shall provide for such review with an appropriate official of the office within a reasonable time. Costs incurred in connection with furnishing a student a copy of anything contained in the University record and requested by such student will be borne by the student. Such appropriate costs will be established by the Vice President for Fiscal Affairs in consultation with the Vice President for Student Affairs.

3. A student, who after having reviewed a University record, is of the opinion that such record contains information or material that is inaccurate, misleading or should not be maintained by the University, must first execute in writing a form entitled, “Request for Purge/Removal of University Record” obtained in the office concerned. Upon the receipt of such request, the administrative officer of the office involved shall carefully review the request and make appropriate disposition. In considering such request, the University official(s) involved will make a diligent effort to resolve the matter informally, amicably and in the best interests of the student and the University. If the student making the request objects to the action taken, he/she may request in writing a hearing in which the propriety of the action taken may be contested. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student believes that he or she was entitled to a higher grade.

4. Upon notice that the student wishes to have a hearing, the office involved shall notify in writing the Office of the General Coun-
6. The hearing officer will render a written decision and provide a copy of the decision within a reasonable period following the conclusion of the hearing. Where the student involved receives an adverse decision, he shall have a right to petition the Vice President for Student Affairs for an appeal. Both the student and the University representative may submit a written argument in support of their position. The Vice President for Student Affairs may decide on the petition that no further hearing of the matter is required or he may decide to reopen the matter and hear the case over again. Where the President for Student Affairs determines that there need be no further hearing, the decision rendered by the hearing officer will be final. Where the President for Student Affairs decides to reopen the case, the decision rendered by him shall be final.

STUDENT EDUCATIONAL RECORD LIST

Records the University maintains on students are described and listed below. Offices maintaining such records are specified and their locations indicated. These offices are open Monday through Friday (except holidays) from 8:30 am until 3:00 pm.

1. Academic records — Academic records on students contain applications for admission, (including applications for readmission), the Howard University permanent record (containing all grades duly recorded), instructors' grade reports, and copies of official forms. These records are maintained by and located in Student Financial Services, Room 106, Administration Building.

2. Financial aid records — Financial aid records on students contain applications for financial aid, special financial aid, loans as well as information on action taken on such applications. These records are maintained by and are located in the Office of Financial Aid, Student Services, C.B. Powell Building.

3. Disciplinary records, student misconduct records, and records of infractions of Code of Conduct — Records of student conduct involving infractions of conduct standards established for students are maintained by and are located in the Office of the Dean for Special Student Services, Room 725, Howard Center.

4. Financial aid records — Financial aid records on students contain applications for financial aid or part-time employment (including work study), credentials submitted in support of such applications' loans as well as information on action taken on such applications. These records are maintained by and are located in the Office of Financial Aid, Records of specialized financial aid which is pursued through direct application to departments of one's specialization are maintained by and located in such departments.

5. Student Financial Services — An individual's account record reflects all financial transactions made with the University in connection with the payment of required tuition, fees, room and board, charges, and library book charges, and the like. Any adjustment made in the account, for whatever reason, is similarly reflected.

This record is maintained by and located in Student Financial Services, Room 106, Administration Building.

6. Student employment — Records are maintained on students who apply for employment through the Office of Career Planning and Placement. These records contain the subject's resume and letters of recommendation, if any, such as submitted at his/her request. Such records are maintained by and are located in the Office of Career Planning and Placement, Wing I, Second Floor, C.B. Powell Building.

Members of the faculty, student body, or staff who have questions regarding the information above are invited to inquire at the Office of the Dean for Special Student Services, Room 725, Howard Center on the main campus, or by telephone at (202) 806-2120.

Special note on academic records

Records bearing directly on the academic status of students are also maintained in the offices of the appropriate academic Dean, the department in which students' major programs are supervised and coordinated as well as the offices of student advisors of the respective schools and colleges in which such students are enrolled.

These records generally include SAT (Scholastic Aptitude Test) and CEEB (College Entrance Examination Board) scores, high school transcripts, college/university transcripts for institutions previously attended, high school equivalency (GED) scores and certificates of completion (in specialized areas), and the like, such as the case of international students-a certificate evidencing adequate familiarity with the English language.

The locations of these specific offices may be ascertained by inquiring at the office of the appropriate academic Dean.

2. Violations of the University Code of Conduct and criminal laws records — Records on individual students who have been implicated in violations of the University Code of Conduct and/or locally operative criminal laws and as a result of which the University Office of Security and Safety Services has become involved. Records of the above-listed incidents are maintained by and are located in the Office of Security and Safety Services, second floor, Service Center Building, 2244 10th Street NW (202-806-1073).
Howard University Student Code of Conduct and Judicatures

PREAMBLE

Howard University affirms that the central purpose of a University is the pursuit of truth, the discovery of new knowledge through scholarly research, the teaching and overall development of students, and the transmission of knowledge and learning to the world at large. The creation and maintenance of a community where there is freedom to teach and to learn, however, is dependent on maintaining and appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption.

Rules and regulations are necessary to mark the boundaries of this needed order. However, the rights of the individual demand that honesty, integrity, responsibility, and respect for persons and property must form the core values upon which those rules and regulations are based. All members of the University Community share a mutual responsibility to practice these values. In furtherance of these principles, Howard University has established expected norms of behavior and activities that are described in this Student Code of Conduct (“Code”). Circumstances that reasonably indicate a violation of any of the Code’s tenets will result in adjudication through the University’s judiciary system.

The Student Code of Conduct is applicable to all validated (officially enrolled) students, all persons admitted to any academic program, activity or event, and all persons attending a University-sponsored program, activity, or event. The terms “student” or “students” as used in this Code refer only to those who meet this definition.

It is the responsibility and duty of students to become acquainted with all provisions of the Student Code of Conduct. It will be presumed that every student has knowledge of the Code from the date of his/her initial enrollment at the University. It will be assumed that any student participating in any program or activity of the University has consented to all provisions of the Code.

SECTION I: SCOPE, LIMITATIONS, AND APPLICABILITY OF THE CODE

The Student Code of Conduct applies to incidents occurring on campus and in some situations off the campus, provided that an infraction involves a student or a student organization that has an affiliation with the University. Incidents and events that violate this Code and that involve Howard University students or organizations occurring at institutions part of the Washington Metropolitan Area Consortium of Universities are subject to Howard University judicial action.

The actual daily administration, enforcement, and operation of the University’s judicial program is delegated to the Office of the Dean for Special Student Services (ODSSS).

This Code does not address academic offenses. The University’s schools and colleges administer the academic judgment system. Students must contact the appropriate school or college for information on disciplinary procedures regarding academic issues.

Judicial action against any student committing a violation of the Code of Conduct off-campus will be considered on a case-by-case basis upon filing by a complaint of an Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct Form. The complainant must obtain the form from the ODSSS and submit it to that office not later than 10 working days after the violation. After review of the form, ODSSS will make a determination of its appropriateness for University judicial action. Specifically excluded from this provision are landlord/tenant disputes, personal business matters with off-campus entities and domestic issues. Judicial action will be taken against any student convicted of a felony.

All persons who are not students of the Howard University Community who violate the Code are subject to being barred from all University-owned and operated property and all University-sponsored events.

SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the Code, which are also violations of federal or local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the University and in the criminal justice system.

The Campus Police Department (CPD) works closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). A police sub-station located at 2200 Georgia Avenue, NW is operational and fully staffed 24 hours a day by CPD officers and during specified hours by MPD officers. CPD officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first respondents to calls for police services on campus. However, complainants may request that MPD respond to any reported offense or incident. CPD investigators also cooperate fully with specialized units of the MPD in coordinating efforts to solve crimes of a mutual concern.

SECTION III: STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

All officially enrolled students shall have the following rights, freedoms, and responsibilities:

A. General Rights and Freedoms

Students have the following rights and freedoms:

1. As members of the University Community, all students are guaranteed freedom of expression, inquiry and assembly, the right to form a student government, organize groups, to join associations in support of any cause or common interest, provided that such activity is conducted in a legal manner, is in accord with University regulations, and does not abridge the rights of others.

2. Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe, free of invidious harassment, discrimination, or intimidation.

3. Students have the right to privacy in accord with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).

B. Procedural Rights and Freedoms

Students accused of violating that Student Code of Conduct have the following rights:

1. To have access to all University policies and procedures regarding the functioning of the judicaries.

2. To be informed of and to have explained as required the charges pending against him/her.

3. To be free from any form of intimidation by University charging officers to coerce admissions.

4. As:
   a. The accused: To face his/her accuser(s) and have the opportunity to cross-examine same and any witnesses.
   b. The complainant: To question the accused and any witnesses.

5. To be free from any searches or seizures unless based on substantiated reasonable cause. Searches and seizures may be made by the Vice President for Student Affairs and his/her designee, housing staff, University officers and officials, and Campus Police.

6. To a fair and impartial judicial hearing before and appropriately appointed judicial board, appeal board, or administrative Hearing Officer.

C. Responsibilities

All Students share the following responsibilities:

1. To read, become familiar with and adhere to the Student Code of Conduct, the University’s Code of Ethics and Conduct, the Academic Code of Conduct, the H-Book, and the relevant school/college bulletins.

2. To respect the personal and property rights of others and to act in a responsible manner at all times.

3. To protect and foster the intellectual, academic, cultural, social and other missions of the University.

4. To observe the laws of local, state, and federal governments.

5. Students have the right responsibility to report to administrators, academic and behavioral misconduct in the University environment.

SECTION IV: EMERGENCY ACTION

As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline. On rare occasions, this authority may be exercised on an exigent basis to protect University property and/or health and safety of the University Community.

Unless otherwise exercised or modified by the President, this emergency authority is delegated to the Office of the Dean for Special Student Services (ODSSS). Therefore, if at any time, the President or the Dean for Special Student Services deems, for cause, that the behavior of any student poses a reasonable threat to University property or the safety, health, or welfare of the University Community, they may take emergency administrative action to immediately suspend that student’s registration until a hearing is convened and a decision rendered. ODSSS should consider such a hearing within seven business days of the termination action barring extenuating circumstances.

SECTION V: SPECIAL PROVISIONS ON STUDENTS CHARGED WITH OR CONVICTED OF A CRIMINAL ACT

A student charged with a crime by any local, state, or federal entity may after consultation with the Office of General Counsel, University Counseling Service, and University Health Services be suspended by the Dean of Special Student Services of the date of the charge until a judicial hearing can be convened if: (1) their presence is considered a danger to the health and welfare of the Howard University Community, or (2) their presence would otherwise interfere with the mission of the University. The hearing, except in rare and extenuating circumstances, will be held within 10 days of the charge.

It is the University’s policy that a student convicted of a felony shall be expelled from the Institution. The decision on the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis.
SECTION VI: FILING A COMPLAINT AND REQUEST FOR UNIVERSITY JUDICIAL ACTION AND NOTIFICATION OF THE ACCUSED

Reports of violations of the Code may come from a written incident report taken by Campus Police. If a charge of a violation of the Code is not made by such a report, it is the responsibility of the complainant to take action to pursue adjudication of a violation. First, the complainant must review the Code to determine the specific tenet(s) violated. Second, it is necessary to obtain, fully complete, and file, a Request for Adjudication of an Alleged Violation of the Student Code of Conduct Form. More than one tenet may be cited. The forms are available in ODSSS.

The accused individual is notified by ODSSS of an alleged violation by letter or telephone call and will be asked to report to ODSSS for an interview.

SECTION VII: INITIAL ADMINISTRATIVE ACTION ON ALLEGATIONS OF VIOLATIONS OF THE CODE

If a determination is made by ODSSS that a meritorious and/or valid allegation of a violation of the Code has occurred, the complainant(s) and the accused are contacted by ODSSS.

Each party will be required to put in writing their version of what occurred, including providing any additional information or clarification of the form filed. The accused will be informed of the alleged and related information, given an opportunity to provide his/her version of the facts, and allowed to plead “Guilty” or “Not Guilty”. Statements of the complainant and accused are shared with the other party.

If the accused fails to respond to the above within five (5) working days of the date of the communication, the Dean for Special Student Services may still proceed with scheduling and convening a hearing to adjudicate the matter.

A plea of “Not Guilty” by the accused will result in an automatic remand of the case to the appropriate judicial board or to an Administrative Hearing Officer. The accused and the complainant are notified by mail of the hearing.

All “Guilty” pleas by the accused will result in an ODSSS review of the case and determination of appropriate sanction(s) to be imposed. The complainant will receive written notification of the sanction(s) and the timeline and deadlines required for their completion. The sanction(s) may be appealed in writing to ODSSS. Use the Process for Filing and Appeal outlined in Section XVI.

SECTION VII: PROHIBITED BEHAVIORS

The following is an illustrative list of the types of conduct and behaviors that are prohibited by this Code. It includes, not only actual conduct, but also attempts to engage in such conduct. A reasonable articulable suspicion that a student has engaged in such prohibited conduct, or attempted conduct, will result in the immediate consideration of disciplinary action under this Code.

A. Safety

1. Causing or creating a fire or any other condition that jeopardizes the safety of individuals.
2. Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior doors, and other fire sprinkler systems.
3. Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system, and similar conduct.
4. Falsely reporting the presence of a bomb or any other dangerous device.

B. Firearms

Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition or dangerous chemicals (except as authorized for use in class, or in connection with the University-sponsored research or other approved activities).

C. Discrimination

Engaging in verbal or physical behavior directed at an individual or group that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the education benefits available from or through the University.

D. Harassment

Engaging in verbal or physical behavior directed at an individual or group that, according to a person of reasonable sensibilities, is likely to provoke an immediate and negatively perceived response. This behavior may:
1. Involve an express or implied threat to another person’s academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University, or
2. Be engaged in the purpose of interfering with such pursuits, employment or participation, or
3. Create and intimidating or demeaning situation or environment and inflicting psychological or emotional harm, or causing undue stress or harmful feelings.

E. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, electronic, visual, or physical conduct of a sexual nature when:
1. Submission to such conduct is explicitly or implicitly made a term or condition of employment or status in an academic course, program, or activity; or
2. An individual’s submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance; or
4. Such conduct, in intent or effect, creates an intimidating, hostile, or offensive environment for working or learning.

F. Assault

Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear bodily harm constitutes an assault. An assault may be committed without actually touching or striking, or doing bodily harm.

G. Sexual Assault

A sexual assault and all incidents of “criminal sexual conduct” as defined by the District of Columbia Code.

H. Battery

An encounter in which physical contact occurs or is threatened between two or more persons with weapons, blows, or other personal violence and that may include pushing, shoving, and other acts of physical abuse.

I. Physical Assault With A Weapon

An encounter that includes the use or the threatened use of weapons or objects which are used as weapons or which may be construed as weapons.

J. Alcoholic Beverages

1. The sale, service or consumption of an alcoholic beverage, drinking or possessing alcoholic beverages in classrooms and/or laboratories is prohibited.
2. Consumption of alcoholic beverages in the residence halls not in accordance with the District of Columbia laws pertaining to the purchase and consumption of such beverages will not be permitted in the public or common areas of the building.
3. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without the express approval by the academic dean of the school or college and the Director of Student Activities regarding the location and conditions of possession and consumption. Alcoholic beverages may not be consumed outside of the designated areas for the event within the building where the respective school or college is housed.
4. Student organizations serving alcoholic beverages at off-campus events may not identify these events as University-sponsored or sanctioned.
5. After consuming alcoholic beverages students must assume full responsibility for their conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the legal regulations of the jurisdictions involved.

K. Drugs

The University has a “zero” illegal drug tolerance policy that expressly precludes:
1. Possession or use of a controlled substance (i.e., narcotics or drugs) in any form without a valid medical prescription.
2. Distribution and/or sale of a controlled substance.
3. The illegal possession and/or use of drug paraphernalia. Such drug paraphernalia may include all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body.
4. Accessory to drug use, possession, or sale. This means aiding and abetting the illegal possession, sale, or use of controlled substances.

L. Hazing

Hazing is defined as conduct that causes or intends to cause psychological, emotional or physical harm to any person as a part of initiation or affiliation with any campus-based organization.

M. Forgery, Fraud, or Dishonesty

Altering or misusing official University forms, documents, records, stored data or identification, or knowingly furnishing false information to University officers, officials, faculty and/or employees or providing such information involving or referring to the University to off-campus or off-campus organization or institutions. Making false statements in public or private with the intent to deceive. Further, students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without expressed written permission from the University’s Office of General Counsel.

N. Property Damage

1. Unauthorized removal, destruction or damage of University property, or property under University custody or control.
2. Destroying, removing or damaging the property of others on University premises or at University-sponsored activities.

O. Theft

Stealing property and/or services; knowingly possessing or transporting stolen property; or improperly converting the property of another for personal use.

P. Unauthorized Entry or Use, or Trespassing

Entering or using University facilities or property, or property in the custody or control of the University, for an improper purpose or without proper authorization, or assisting others to do so.

Q. Organization and Event Registration
Failing to comply with policies and regulations governing the registration of student organizations, events on campus, or the use of University facilities or resources.

R. Compliance
Failing to comply with the directions of an authorized University official, faculty, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or registered function acting in accordance with those responsibilities.

S. Smoking
Smoking is prohibited in all indoor areas of University-owned and operated property.

T. Disruptive Conduct
Acting in a manner that interferes with, or obstructs the orderly conduct, processes, or functions of the University or of any person or persons on University owned or operated property.

U. Electronic Communication
Using University telecommunications and data communication networks for illegal or inappropriate purposes.

V. Harboring
Knowingly harboring or transporting to University owned and operated property a fugitive, student, employee, or any other individual who has been officially barred from the University of who is wanted by law enforcement authorities.

W. Contracts
Students as individuals or representatives of student organizations are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability for Howard University. The University will hold all such students individually liable for any financial or legal encumbrances or damages that may result from such unauthorized actions.

X. Established Policies and Procedures
The failure to observe any provision of the University Code of Ethics and Conduct, the H-Book, or appropriate school/college bulletin, pertaining to personal conduct or behavior.

Y. Violation of the Criminal Codes of the Local, State, or Federal Government
This section covers on and off-campus actions or activities.

Z. Embezzlement
Unauthorized acquisition and/or use of funds belonging to any University unit, organization, or individual.

AA. Contempt offer Interference with Any Judicial Program Actions or Activities
Failure to respect the judicial program or process, including failing to appear for a meeting or hearing if requested to do so, interfering with attendance by any person or persons mandated to attend a meeting or hearing, or interfering with the hearing or judicial process or any judicial board or administrative hearing. Acting in a threatening or harassing manner towards other hearing participants before, during or after a hearing.

BB. Media Contact
Students are expressly prohibited from speaking on behalf of or for Howard University with any media organization or publication, or from inviting same to any University-owned or operated property, facility, or event without the express permission of the Office of University Communications.

CC. Presenting False Testimony
Knowingly making false statements regarding a judicial matter before, during and after the judicial adjudication process.

SECTION IX: UNIVERSITY-WIDE JUDICIAL BOARDS AND HEARINGS; ADMINISTRATIVE HEARINGS AND OFFICERS; APPEAL HEARINGS AND BOARDS; ADMINISTRATIVE APPEAL HEARINGS AND OFFICERS

The adjudication of alleged violations of the Code is conducted by a duly appointed University-wide judicial board, or by an Administrative Hearing Officer.

A. Judicial Boards
The University-wide judicial boards are composed of a pool of students, faculty, and administrators appointed and trained by ODSSS. These appointments are made by ODSSS and may be qualified volunteers or nominations submitted by University officers, deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and undergraduate and graduate student governing bodies using their own internal policies for such selection. Names of nominees to sit on judicial boards for an academic year must be received not later than the end of the second week of classes of the fall semester of that year so their eligibility may be determined by ODSSS.

The judicial boards have jurisdiction over students in all schools, colleges, and programs who are subject to the Code. They are responsible for reviewing and evaluating all of the relevant information, conducting hearings, rendering a decision of guilt or innocence, and making their decisions and recommendations for sanctions, if any, to the Dean for Special Student Services.

The memberships of the judicial boards are composed as follows:

1. Undergraduate Students
   a. Validated for the semesters of service
   b. In good academic and financial standing

2. Graduate/Professional Students
   a. Validated for the semesters of service
   b. At least one semester of enrollment by the time of appointment
   c. In good academic and financial standing

3. Faculty
   a. Must have been a member of the University faculty for a minimum period of one year at the time of appointment.

4. Administrator/Staff
   a. Must have been an employee of the University for a minimum of one year at the time of appointment.

5. Chair
   a. The Dean for Special Student Services will appoint a faculty member or administrative staff member of each board to Chair that board.

B. Administrative Hearings

Adjudication of a violation of the Code may be handled through an administrative hearing process by an Administrative Hearing Officer.

An administrative hearing may be used under any of the following circumstances:

1. A student charged with a violation elects that administrative hearing process in lieu of a University-wide judicial board or appeal board hearing.

2. It is not possible or practical to convene a judicial board or appeal board at the time the case is scheduled (e.g., summer sessions, semester breaks, spring break, etc.) and the interest of the University would be better served by having the case heard in a more expeditious time-frame.

3. The nature of the case is such that the Dean for Special Student Services feels the better interest of the student and/or the University would be better served by the use of an administrative hearing.

C. Administrative Hearing Officer

Administrative Hearing Officers are selected by the Dean for Special Student Services from a pool of qualified and trained administrative staff members and faculty members. The Administrative Hearing Officer is responsible for reviewing all of the relevant information, conducting a hearing, rendering a decision of guilt or innocence, and making recommendations for sanctions, if any, to the Dean for Special Student Services. The hearing officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

An administrator will be deemed qualified to be a hearing officer if he/she has been employed by the University for at least one year, and has received the necessary training from ODSSS.

D. Appeal Boards

Any student found “Guilty” by a University-wide judicial board or hearing officer and given sanctions may appeal the decision. (See Section XVI: Appeal of a Judicial Hearing Decision). The request for reconsideration of a finding or sanction(s) is received and acted upon by one of the two appeal boards, one for undergraduate and one for graduate/professional students. Their memberships are composed as follows:

5 Members

2 Students

3 Faculty Members and/or Administrators

Members of the appeal boards must meet the same qualification standards as members of the University-wide Judicial Board. No judicial board member hearing a case originally may be on the board hearing the appeal of that case.

A faculty member or administrator who is a member of the board will be appointed by the Dean for Special Student Services to serve as Chair of each appeal board.

E. Administrative Appeal Hearing

An appeal of a ruling by a University-Wide Judicial Board may be handled through an administrative hearing process by an Administrative Appeal Hearing Officer. An administrative appeal hearing will be convened at the sole discretion of the Dean for Special Student Services. In addition, a student filing an appeal may elect to request such a hearing.

F. Administrative Hearing Appeal Officers

Administrative Appeal Hearing Officers are selected and trained by the Dean for Special Student Services. Each such hearing will be assigned an Officer selected from the pool of qualified and trained persons. The Administrative Appeal Hearing Officer is responsible for meeting with the Chairperson of the original hearing board, reviewing all documents from the case file and hearing, and for conducting the appeal hearing. The officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration. The qualifications for an Administrative Appeal Hearing Officer shall be the same as for an Administrative Hearing Officer.
SECTION XI: PROCEDURES FOR CONDUCTING A JUDICIAL HEARING

A. Notification of Hearing
The members of the appropriate judicial board (or the hearing officer, as appropriate), the accused student(s), and the complainant(s) are notified by ODSSS by mail, at the local address of record, or in person, of the date, place, and time of a scheduled hearing not less than ten (10) working days prior to the hearing date (excluding holidays). Both the complainant and the accused are informed in the letter that they should contact their witnesses and inform them of the hearing. Witness lists are to be submitted to ODSSS at least two (2) days prior to the hearing.

Upon request, ODSSS will make copies of the witness lists available to the opposing sides. Upon request, ODSSS will provide letters for faculty members of students absent from class because of participation in a judicial program hearing explaining the students’ absences from classes.

B. Notification of Inability to Attend a Hearing
If either the accused or the complainant cannot attend a scheduled hearing, he/she must notify ODSSS as soon as this fact is known. Documentation of extenuating circumstances must be provided. Failure to adhere to this policy may result in additional judicial action.

C. Relevant Document Access
The accused student(s) shall have reasonable access to all of the relevant case documents that are maintained by the ODSSS. Documents shall also be available to members of the boards or the hearing officer for review prior to a hearing.

D. Briefings
Board Chairs and hearing officers are briefed by ODSSS. Members of judicial and appeal boards are briefed by the Chair of their Boards.

E. Failure to Attend
A student accused of violating the Code who has received appropriate notification to attend a scheduled hearing but fails to do so may be considered in contempt of the judicial process and subject to further judicial action by the Dean for Special Student Services. The board or hearing officer may elect to proceed with the hearing without the accused and render a decision based on the evidence presented.

A witness with evidence critical to the adjudication of a violation of the Code given reasonable notification of a hearing who refuses to attend may be considered in contempt of the judicial process and therefore subject to possible judicial action.

F. Campus Police Officers Attendance at Hearings
The Campus Police officer(s) who took the report and/or investigated the incident may be asked to attend and/or participate in a hearing as a witness when such attendance or participation will facilitate the finding of facts.

G. Rules of Evidence and Legal Representation
Howard University judicial proceedings are not subject to standard legal rules of evidence or civil or criminal courtroom procedures and protocols. Rather, board and administrative hearing officers shall make a determination based on the preponderance of the evidence submitted.

The accused and the complainant are both free to consult legal counsel in preparing for a hearing, however attorneys are NOT allowed to attend a judicial hearing or to represent a student in a hearing. However, a student may elect to have a peer advisor at a hearing.

H. Scope of Evidence Considered in a Judicial Action
The board Chairperson or Administrative Hearing Officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

SECTION XII: PROCEDURES FOR CONDUCTING A HEARING BY AN ADMINISTRATIVE HEARING OFFICER

A. Closed Hearings
All hearings are closed to anyone other than those persons directly involved (the complainant(s), the accused, and witnesses) unless the board determines otherwise.

B. Witnesses
Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. Those attesting to character alone are not allowed to serve as witnesses. A list of any witnesses speaking on behalf of the accused or complainant must be submitted to the Office of the Dean of Special Student Services not later than two (2) days prior to the hearing.

C. Postponement
A one-time request for postponement will be considered by ODSSS, and granted only when ODSSS deems that there is a compelling reason for the delay.

D. Role of the Administrative Hearing Officer
The Administrative Hearing Officer has the responsibility of conducting the hearing in a fair and equitable manner and of recommending such action(s) as necessary to sanction or mitigate disruptive or inappropriate behavior.

E. Burden of Proof
The burden of proof rests with the complainant who must establish the guilt of the accused. The accused is expected, however, to be prepared to respond to charges against him/her with material witnesses as necessary. Decisions are made based on preponderance of the evidence presented.

F. Making a Record of the Hearing
The proceedings of a hearing may be recorded on an audio taping device, or by a court reporter, as determined by ODSSS in its sole discretion. In all other events notes taken by a member of the board designated by the Chair will be used as the record. A student filing an appeal may request a copy of the audio taping, transcript, or official notes of the hearing. Costs incurred in producing a copy of the record of the hearing will be borne by the student.

A summary of the Chair’s hearing report will be provided at no cost.

G. Steps in the Hearing
Each hearing shall follow a standardized format. Copies of the Procedures for Conducting a Judicial Hearing may be secured from ODSSS.

I. Deliberation, Decision Making, and Reporting Results to ODSSS
1. Deliberations are held in private with only board members and ODSSS staff present.
2. Boards will consider all information in the case file, and all testimony and evidence presented during the hearing.
3. Evidence of prior violations of the Code may be considered only after a determination of guilt has been made as part of the process of determining sanctions.
4. Verdicts of “Guilty” or “Not Guilty” and any recommended sanctions shall be made by a simple majority vote of the Board.
5. The Chair of the Board prepares a written report of the hearing’s findings, including the basis(s) for the finding(s) and submits it to ODSSS. For those findings of “Guilty” there should be recommendations for sanctions. The Chair signs the report on behalf of the board. The report is reviewed by ODSSS for final ruling and notification to the accused and complainant. A copy of the report is available in the ODSSS office for review by board members.

SECTION XIII: PROCEDURES FOR CONDUCTING A JUDICIAL HEARING
2. Evidence of prior violations of the Code may be considered in determining sanctions if the accused is found guilty.

3. The hearing officer prepares a written report and submits it to ODSSS for final ruling and notification to the accused and complainant.

I. Judicial Hearing Conduct

Both the complainant and they accused are expected to conduct themselves appropriately, and to take direction at all times from the Chair. Failure to do so may result in expulsion from the hearing and the lodging of additional judicial charges.

SECTION XIII: NOTIFICATION OF HEARING OUTCOME

The Dean for Special Student Services reviews recommendations of the board or hearing officer and makes a final determination on sanctions. ODSSS will then disclose in writing the decision and any sanctions to both parties no more than twenty (20) working days of receiving the report. ODSSS reserves the right to delay notification for cause.

When deemed necessary or appropriate by ODSSS, it shall notify relevant University officers, officials, units and organizations or hearing outcomes and sanctions.

SECTION XIV: DISCIPLINARY SANCTIONS

The intention of imposing disciplinary sanctions for violations of the Student Code of Conduct is to educate students about responsible behavior as members of the Howard University Community, to maintain order, and to protect the rights of others.

Students found guilty of violating the Code are notified of those sanctions by ODSSS, which monitors their appropriate completion. There is no automatic sanction for any particular offense with the exception of automatic expulsion for ODSSS, which monitors their appropriate completion. There is no automatic

A. General Terms:

1. Parents of a minor or dependent students who receive a disciplinary sanction from the University may be notified of that action by the Vice President for Student Affairs, or as delegated, by the Dean for Special Student Services.

2. The University reserves the right to apply any sanction for a violation of the Code that, in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative, and any student found guilty of the same offense or a second offense of equal or greater magnitude, may be suspended or expelled from the University.

3. Sanctions are imposed under the Code without regard to student classification, prospective graduation date, the time in the semester or term when the violation occurs, scholarship status, or any other factor.

4. Students who have not completed their assignments may be allowed to participate in General Registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be canceled if they fail to comply with all the stipulations of the sanctions within the time limit set.

5. The imposition of sanctions will be a matter of record in the ODSSS. Unless otherwise stated, all sanctions imposed by the University are effective immediately.

B. Types of Disciplinary Sanctions:

One or more of the following sanctions may be imposed for each violation of the Student Code of Conduct.

1. Disciplinary Warning or Reprimand

A disciplinary warning or reprimand is an official statement of censure. It is used when a student’s behavior is unacceptable but is considered to be minor and/or unintended. The warning or reprimand is sent in writing to the student found guilty in a judicial action. It includes a warning that any other violation of the University’s Code for which the student is found guilty will result in more severe disciplinary action.

2. Letter of Apology to the Aggrieved Party

A student found guilty may be required to write a letter of sincere apology to the aggrieved party specifying regret for the behavior or action exhibited. A copy of the letter must be provided to ODSSS. If it is found that the letter has not been appropriately done, rewriting will be required until it is done appropriately.

3. Requirement to Seek Counseling

This sanction may be imposed in cases where a student in the adjudication process is deemed to have manifested behaviors and/or attitudes inhibiting their ability to function effectively as a member of the University Community. The student receiving this sanction would be required to provide evidence to ODSSS of having sought, and made reasonable continued steps towards receiving counseling by a qualified professional.

4. Participation in or Conducting Special Workshops or Seminars

In some instances students found guilty may be required to participate in, or to develop, advertise, and present special workshops or seminars related to the committed violation. The purpose of these special workshops is to increase and/or enhance knowledge and understanding of a particular topic related to the offense. In such instances, students are required to present a typed, well-written summary of the activity to the ODSSS within 48 hours of the event. Failure to comply with this sanction may result in the imposition of additional sanctions.

5. Research Assignments

3. Sanctions are imposed under the Code without regard to a felony conviction. Judicial boards and administrative hearing officers evaluate sanctions for any particular offense with the exception of automatic expulsion for ODSSS, which monitors their appropriate completion. There is no automatic

6. Mandatory University or Community Service

Students who are found guilty of violating the Code may be given work assignments at the University or in the local community. Mandatory service is designed to benefit the student, the University, and the community. A student may propose a community/University service project of a constructive or educational nature. Off-campus assignments may include, but are not limited to, working with the Physical Facilities Management, Food Services, Residence Life, HUSA, or any other designated University department or unit. Off-campus assignments will usually be made in conjunctions with a human service or volunteer service agency.

All assignments must be completed within a designated time period and to the satisfaction of the assigned supervisor. Students who fail to complete their assignments, those who do so in an unsatisfactory manner, or those who fail to complete the project within the specified time period, may be subject to the imposition of additional sanctions.

7. Restitution

Restitution is reimbursement paid or tendered to compensate for personal injury or for damage to or misappropriation of University or personal property. It may be in the form of money or services, subject to the discretion of the hearing officer of judicial board, and with the concurrence of the Vice President for Student Affairs and the Dean for Special Student Services. Students who fail to make restitution as required may be subject to the imposition of additional sanctions.

8. Disciplinary Probation

During the stated period of disciplinary probation, the student shall be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the University in any public function, competition, or performance, nor participate in a student organization, or be eligible to join a fraternity or sorority. Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior.

Students participating in an activity described in this paragraph and receiving a scholarship for such participation may have that scholarship suspended or terminated. It will depend on the nature of the offense and the controlling terms of the scholarship award. Decisions regarding scholarships will be made collaboratively by the Vice President for Student Affairs, the Dean for Special Student Services, and other appropriate University officials.

9. Limited Term Suspension

Suspension is used in cases of serious misconduct or in cases when the student has violated the condition of his/her disciplinary probation, or has failed to meet stipulations of lesser sanctions. A student found guilty of a violation during the period in which he or she is on disciplinary probation, or who commits and offense serious enough to warrant suspension, may be suspended from the University for the remainder of that semester or term, or any portion thereof, for the next semester or term, or for any other additional periods deemed appropriate.

Suspensions are recorded on the student’s permanent record (official transcript). Students suspended from the University are required to return their student identification card and room keys and may not return to the campus for the duration of their suspension (barred) except to conduct official business with judicial program staff, and then only with the prior permission of the ODSSS. IF a student returns to the campus without
permission during the period of suspension, his or her eligibility to re-admitted to Howard University is jeopardized and such persons may also be charged with unlawful entry and, thereby, made subject to arrest. During the period of suspension the student is not eligible or entitled to receive any University services or benefits.

10. Indefinite Suspension

Indefinite suspension adheres to all conditions described in Limited Term Suspensions but does not give a specific date for the consideration of readmission of the suspended student. This sanction is used in cases of extremely serious misconduct when the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University.

11. Expulsion

Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal from the University. In addition, the student is not eligible to apply for readmission to the University and is permanently barred from Howard University owned and operated buildings and from all University-sponsored events. Expulsions are recorded on the student’s permanent record (official transcript). Students expelled from the University are required to return their student identification card and their room keys and may not return to the campus. If an expelled student returns to campus, he or she will be charged with unlawful entry and may be arrested. An expelled student’s relationship to the University is severed permanently.

SECTION XV: PROCEDURE FOR READMISSION AFTER JUDICIAL SUSPENSION

A student temporarily suspended will only be considered for readmission after filing a Request for Readmission After Judicial Suspension form with the Office of the Dean for Special Student Services. The submission will be reviewed to determine if all stipulations have been met to be considered for readmission.

ODSSS may also inform University officers or officials, including the appropriate academic and administrative dean, the Vice President for Student Affairs, the Office of the President, and the Office of the General Counsel, as deemed appropriate, of the disposition of the matter.

SECTION XVI: APPEAL OF A JUDICIAL HEARING DECISION

A. Criteria for an Appeal: A ‘guilty verdict and/or the imposition of any sanctions may be appealed only if one of the following criteria is met. It should be noted that an appeal is not an opportunity to have a new hearing on the matter.

i. The process leading up to or during the original hearing was inappropriate or flawed to the extent that the hearing was not a fair and impartial one.

ii. Substantive Error: There was an error in identifying or interpreting the controlling and relevant University policy of standard of conduct and this substantially affected the hearing and resulted in the accused being denied a fair hearing outcome.

iii. New Evidence: Relevant new evidence has surfaced which can be produced and substantiated which was not available prior to the original hearing but becomes available or known and could have materially affected the decision or findings of the board or hearing officer. Proof that the information is newly available is required.

iv. Disproportionate Sanction: The sanction levied is manifestly unjust because it is overly disproportionate to the offense, or is not in line with sanctions levied for similar offenses.

B. Process for Filing and Appeal of Judicial Action

An Appeal for Judicial Action form must be submitted to ODSSS by the student found guilty within five working days of receipt of the letter of notice of hearing outcome. The form should be typewritten or printed very legibly, with an attached statement not more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal is being made, and have attached any supporting documentation. Each case may be appealed only once.

C. Appeal Review Process

The written appeal will be reviewed by the Office of the Dean for Special Student Services to determine if it meets one of the three required criteria. If so, the case file will be passed on to the Chair of the appropriate appeal board. The Chair of the appropriate board will notify the student of the hearing date, time, and location. In the event an appeal board cannot be composed, including periods when the University is not in session, the Dean for Special Student Services will appoint an Administrative Appeal Officer.

D. Appeal Hearing

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses one of the bases for appeal. The Chair of the University-wide judicial board may be asked to attend, but no witnesses may be called. Appeal hearings will follow a standardized format.

E. Remedies on Appeal

The following actions may be taken by simple majority vote of those appeal board members present:

1. Affirm the findings of the original board or hearing officer

2. Affirm the findings but change the sanction(s) levied

3. Overturn the findings of the original board or hearing officer and remand to the original board for a new hearing.

F. Notification of Finding

The results of an appeal board hearing will be sent by the Chair directly to the appealing student, the original complainant and ODSSS, within 10 working days of the board’s decision. If the case is remanded for a new hearing, the ODSSS will contact the student about that new hearing. At the discretion of the Dean for Special Student Services, a different University-wide judicial board may be asked to hear the case.

G. Limitations

1. Each case may be appealed only once. Therefore the finding of the designated appeal board is final and binding.

2. Only the accused may file an appeal.

3. Appeals filed after the stated deadline will not be considered except in special circumstances as determined by the Dean for Special Student Services.

H. Stay of Sanction(s) During the Appeal Process

The Dean for Special Student Services will determine if the sanction(s) imposed on an appellant will be stayed or in place pending the appeal process.

SECTION XVII: REVISIONS OF THE STUDENT CODE OF CONDUCT AND JUDICIARIES

A. Periodic Review: The ODSSS will conduct a complete review the Code periodically, but not more than every two (2) years, to determine if the document should undergo a full revision process.

B. Procedure for Revision: If it is determined that the Code is in need of revision, the procedure for developing a new document for recommended approval by the Board of Trustees will be as follows:

1. Code Portion: A committee composed of faculty, administrative staff and students will be appointed by ODSSS to review “code” portion of the document and to make recommendations for changes.

2. Judiciaries Portion: The FordRAPIDTM process will be used to review the “judiciaries” part of the document. A team composed of faculty, administrative staff, and students will be appointed by ODSSS to go through this process and to make recommendations for changes.

3. The draft of the revised document with input from the groups in Items 1 and 2 above is completed by ODSSS and forwarded to the Vice-President for Student Affairs, the Office of the Provost, and the Office of the General Counsel for review and comment.

4. An open forum, appropriately advertised, will be held to allow for discussion of proposed changes to the Code. Comments and concerns will be considered in completing the final draft.

C. Forwarding for Approval

The final document will be authorized by ODSSS and forwarded through the Vice President for Student Affairs to the President for final review and revisions and for presentation to the Board of Trustees for approval.

D. Amendments

Amendments to the Code deemed necessary by the Dean for Special Student Services during periods between formal full reviews and revisions will be prepared by ODSSS and forwarded through the Vice President for Student Affairs to the President for approval.

SECTION XVIII: PUBLICATION AND DISTRIBUTION

The Student Code of Conduct and Judiciaries will be published in the H-Book. Copies of a stand-alone version will be available in the Office of the Dean for Special Student Services. In addition, stand-alone versions shall be made available, upon request, to the offices of all cabinet officers, deans and directors, student government organizations, Campus Police, the Dean for Residence Life and other campus units and organizations.

Recommended Approval by the Committee on Review of the Judicial Boards, April 8, 1999.
ACADEMIC CODE OF STUDENT CONDUCT

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal any student dismissed for study at the University may be disciplined for the academic infractions defined below.

Definitions of Academic Infractions

1. **Academic cheating** — any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements.

   This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignments or group take home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)

2. **Plagiarism** — to take and pass off intentionally as one’s own the ideas, writings, etc. of another without attribution (without acknowledging the author).

Administration of the Code

The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing committee of the School or College, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this Code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled as soon as possible after the date of the Infraction.

2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean considers the evidence sufficient to warrant further action the Dean shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be as soon as possible after notification to the accused of the charge(s) against him/her. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.

3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceedings. The faculty member concerned shall present the case for the University. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceedings may be tape-recorded but will not be transcribed.

4. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall then recommend the disciplinary penalty to be imposed upon the student. The chairperson of the committee shall transmit the results and recommendations of the hearing committee to the Dean as soon as possible after the hearing.

5. Upon receipt of the results and recommendations of the hearing committee, the Dean shall, as soon as possible, notify the student of these results and recommendations, including notification that the student may appeal directly to the Dean for mitigation of any disciplinary penalty recommended by the hearing committee. The student shall have five working days to make such appeal from the receipt of notification.

6. After hearing any appeal from a student, the Dean shall be authorized to determine the appropriate academic penalty under the circumstances. The Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty. The Dean’s decision shall be communicated to the student as soon as possible and shall be final.

Penalties

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course that is involved or suspension from the University, may be imposed depending upon the nature and extent of the infraction(s).

Adopted by the Board of Trustees January 24, 1987

DEGREE REVOCATION PROCEDURES

1. Scope — These procedures apply only to cases in which a University degree has been awarded but the record later shows: (1) the graduate’s academic record, following a correction, indicates the graduate fails to meet academic requirements for graduation; and (2) facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

2. Notice — The Dean of the School of College or College involved shall provide the graduate with written notice of: a. the University’s specific findings with regard to the graduate’s academic record and its intention to revoke the degree; b. the graduate’s opportunity to respond in order to present evidence that the record is incorrect; c. the graduate’s right to be represented or assisted in responding to the University’s findings, by other parties, including an attorney at the graduate’s expense; and d. a 60-day limit to respond to the notice.

3. Review — In all cases where the graduate elects to respond to the University’s findings either in person or in writing, the following review procedures shall be used:

   a. A person designated by the Dean of the College or School in which the graduate was enrolled shall review the graduate’s evidence and the University’s evidence.
   b. The Dean’s designee, based upon his or her review of the evidence of record, shall submit to the Dean his or her written recommendation concerning revocation of the graduate’s degree.
   c. The Dean, based upon his or her review of the designee’s recommendation, shall submit to the appropriate Vice President his or her written recommendation concerning revocation of the graduate’s degree.
   d. The Vice President, based upon his or her review of the prior recommendations, shall forward the record and his or her recommendation to the Vice President for Legal Affairs and General Counsel for review.
   e. The Vice President for Legal Affairs, based upon his or her review of the record and prior recommendations, shall submit his or her recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Trustees.
   f. The Associate Vice President for Enrollment Management shall provide the affected graduate with written notice, in the manner described in Section A, of the University’s final decision concerning revocation of the graduate’s degree.
4. **No Response Received** — In cases where no response to the initial notice is received by the University after 60 days, the existing record shall be reviewed as noted above. Thereafter, the Associate Vice President for Enrollment Management shall provide the graduate with the written notice in the manner described in Section A of the University’s final decision concerning revocation of the graduate’s degree.

5. **Petition to Reopen Decision** — The University shall allow any affected graduate to petition the University to reopen the revocation decision, provided the graduate establishes that he/she received notice after the 60-day period or, for good cause shown, was unable to contact the University or to respond within the period specified.

Any graduate who meets the above-noted requirements shall be provided an opportunity to respond and a review, in the manner described in Sections A and B.

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1. The term “graduate” refers to an individual who has received any degree from Howard University.

2. Written notice shall be provided by: (1) certified mail, return receipt requested to the most recent permanent address contained in the graduate’s academic records; (2) regular first-class mail to the last known address locally; and (3) first-class mail to the last known address of the graduate’s parents or guardians. The written notice requirement applies in all cases, even though the address involved is the same.

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**POLICY ON STUDENT ACADEMIC GRIEVANCE PROCEDURES**

**The Informal Process**

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., grade dispute with the instructor.

2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of his or her department chairperson.

3. All disputes which are not resolved at the departmental level are then brought to the Dean’s Office, whereupon the Dean or his designee will seek to reach an informal resolution through mediation between the parties.

4. If the mediation at the Dean’s level fails, then the student’s grievance is consigned to the committee designated by the school-college to address student grievances herein referred to as the Student Grievance Committee.

**The Formal Process**

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee.

2. A student’s written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.

3. The second party to the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee.

4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.

5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges, and date of the meeting as well as a statement requesting his or her presence.

6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.

7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.

8. The committee’s decision is sent to the Dean of the School/College in the form of a recommendation.

9. The Dean then informs the student in writing of the decision, which may be based upon the committee’s recommendation or upon a modification of it.

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**POLICY STATEMENT CONCERNING THE USE OF; THE POSSESSION FOR SALE, TRANSFER, OR EXCHANGE OF; AND THE MANUFACTURE, TRANSFER, SALE OR EXCHANGE OF; CONTROLLED SUBSTANCES**

One among the most serious menacing phenomena facing urban communities in general and Black communities in particular is that of the ever-spreading use of controlled substances or illegal drugs. Attending this phenomenon are not only the debilitating effects on the human system, but the many unsettling events which are inescapably its by-products. Howard University, as an urban institution and thus a part of the larger District of Columbia community, is not insulated against this problem and its accompanying or precipitating ills and recognizes that an effective response to this menace must be on a community-wide basis.

Proper consideration of this subject must take into account and be addressed to those not yet involved as users or purveyors, those who may be helped through medically related therapy and treatment programs, and those who are engaged in the illegal possession, manufacture, transfer and/or sale of such items.

For the past several years considerable effort has been directed toward acquainting the University community with this subject in its most salient aspects. With some exceptions, work in this area has been concerned primarily with the conduct of special educational programs. These efforts, with expansion and increased emphasis, will be continued. In addition, the University through the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse Addiction, as well as selected locations throughout the District of Columbia. Individuals with drug-related problems should seek professional help, without delay, from these University resources, where such assistance is handled with the utmost confidentiality. Students with drug problems or concerns in this area are encouraged to seek help from or visit these agencies without fear of punitive consequences such as disciplinary police actions or expulsion from school.
Possession of Controlled Substances For Sale, Exchange, or Transfer, or The Sale, Exchange, Transfer or Manufacture of Controlled Substances

The subject of individual involvement in the handling of illegal drugs is viewed by the University in an entirely different light. Federal and local laws make it abundantly clear that possession of controlled substances for the purpose of sale, exchange, or transfer as well as the manufacture, sale, transfer, or exchange of controlled substances are prohibited, and individuals responsible for violations of such laws are to be treated with severity. The University, as a part of the larger community, is similarly bound by law and of necessity and must act in similar fashion with offenders of its own regulations operative in this area. Although the University recognizes the need to provide a variety of remedial services to persons who fall victim to drugs, in the hope that causes of such problems can be removed, it does not intend to offer a haven for persons who intentionally violate its own standards of conduct or Federal and local laws dealing with this subject.

Howard University views illegal conduct in this connection with complete seriousness and the urgency of the matter deserves the immediate attention of each individual. It should especially be noted in this regard that students engaged in illegal conduct of this type are subject to summary SUSPENSION, EXPULSION, and/or TERMINATION, aside from or in addition to penalties which may flow from court disposition of such matters. Persons not formally connected with the University but who nevertheless are involved in illegal drug activity on University premises will be subject to ARREST and PROSECUTION. Involvement with illegal drugs subjects a person to criminal penalties, including felony conviction and often times imprisonment.

The University feels that each individual should give serious consideration to the possible permanent harm a conviction may do later in life. It is possible that the affected person will face the loss of many employment and citizenship privileges, such as professional licensing (law, medicine, certified public accountant, and the like), the right to vote and employment by governmental agencies and in many instances, private industry.

For those who would require proof, it has been clearly demonstrated that neither slavery nor compulsory segregation succeeded in robbing our people of their potency. To now permit the drug menace to signal the demise of our people would be no more a tribute properly befitting the efforts of our ancestors and contemporaries who have labored long and hard in the vineyard toward total liberation than would it be a proper legacy for future generations of our youth.

Approved by the Board of Trustees
September 23, 1989

EQUAL OPPORTUNITY GRIEVANCE PROCEDURES

The Equal Opportunity Officer for the University is Mrs. Martha Baron who is located in Room 108, C.B. Powell Building, (202) 806-5770. Following are the procedures to be followed in the resolution of equal opportunity complaints. It should be noted that work days, as defined hereinafter, exclude Saturdays, Sundays, and holidays observed by the University.

1. Persons with equal opportunity complaints shall submit to the University’s Equal Opportunity Officer, within 20 calendar days of the day on which the event giving rise to the complaint occurs, a written statement which specifies the nature of their complaint and evidence to support their charge of illegal discrimination.

2. The University’s Equal Opportunity Officer shall do the following:
   a. Within 3 work days after receipt of written complaint-arrange a conference with complainant, secure any additional information or clarification needed from the complainant and secure a signed Complaint Withdrawal Form from complainants who wish to withdraw their complaints.
   b. Within 3 work days after conference with pursuing complainants — forward to the concerned member of the Equal Opportunity Committee a copy of the written complaint and a written recommendation concerning salient points to be covered by the investigation.

3. The concerned member of the Equal Opportunity Committee or his/her designee shall do the following within 15 work days after receipt of written communication from the Equal Opportunity Officer:
   a. Conduct an investigation of the complaint.
   b. Submit a written report on finding and his/her decision of the Equal Opportunity Officer.

4. The Equal Opportunity Officer, within 5 work days after receipt of written communication from the concerned member of the Equal Opportunity Committee, shall review the decision and findings and will do one of the following:
   a. mail notification to the complainant at last address on record that the matter has been resolved in favor of the complainant.
   b. mail notification to the complainant at last address on record that the matter has been referred to the Equal Opportunity Committee.

5. The Equal Opportunity Officer will refer to the Chairman of the Equal Opportunity Committee copies of all correspondence relative to the complaint.

6. The Chairman of the Equal Opportunity Committee, within 5 work days after receipt of written communication from the Equal Opportunity Officer, shall review the record and convene all available members of the Equal Opportunity Committee.

7. Members of the Equal Opportunity Committee, exclusive of the concerned member of the Equal Opportunity Committee, shall review the record and reach a decision. The decision of the Committee shall be final and binding for the University.

8. The Chairman of the Equal Opportunity Committee, within 5 work days after meetings of the Equal Opportunity Committee, shall notify in writing the University President, the concerned member of the Equal Opportunity Committee and the University’s Equal Opportunity Officer of the Committee’s decision and reasons for the decision.

Immediately upon the receipt of the Committee’s decision, the Equal Opportunity Officer shall notify the complainant in writing about the decision.
WHO HANDLES WHAT?

ENROLLMENT MANAGEMENT

1. EM/Admission
   Issues official University admission decisions to new entrants and Former Students Returning.

2. EM/Records
   Publishes the Student Reference Manual and Directory of Classes. Certifies students’ enrollment status. Furnishes Official Class Lists to instructors. Prepares new student Photo ID Cards. Maintains students’ local and billing address data. Processes all course overrides (These are approved only by the respective Schools/Colleges/Divisions). Provides Official Academic Transcripts. Maintains all academic records. Provide services for Consortium and Domestic Exchange.

OFFICE of FINANCIAL AID, SCHOLARSHIPS and STUDENT EMPLOYMENT

Processes Remission of Tuition and all financial aid awards, except private funds given directly to the student. Authorizes payment of University-administered financial aid awards to a student’s account (loans, scholarships, grants, remission of tuition, basic grants). In addition, checks received by the Financial Aid Office for guaranteed student loans, federally Insured loans, state and private scholarships, etc., are sent to Student Financial Services for deposit to students’ ac.

Advisory/Registration Units

Responsible for academic advising.

International Student Services

Processes U.S. immigration forms and certifies loan and scholarship documents from foreign governments. Advises international students on financial, immigration, and other problems.

STUDENT FINANCIAL SERVICES

1. Student Accounts
   Makes all refund and tuition adjustments; handles “special billing,” i.e., the official billing (or invoicing) of Embassies or other appropriate agencies or organizations responsible for paying the educational expenses of particular students. This office also is responsible for entering all late charges, library fines, etc., to the account of the student who incurs same. Processes EFT and Federal student loan checks and credits to students’ accounts. Issues validation stickers to paid registrants.

2. Student Loans and Collections
   Processes promissory notes provided by the Office of Financial Aid for University Emergency loans. Initiates and Processes promissory notes for Direct Student Loans, Perkins Federal Loans, Health Professions—Medicine, Dentistry, Pharmacy, and Nursing loans, as well as long-term University loans. Processes student deferment forms as well as repayment of University and Federal loans.

Special Student Services/Veterans Affairs

Providing assistance with applications for veteran’s benefits; providing for students with verified disabilities requests to the appropriate persons for reasonable accommodations and access during registration; removal of judicial “holds” for Former Students Returning (FSR).

Student Housing and Residence Life

Assigns all University operated housing; enters rent charges and/or deletes same if applicable.

Treasurer

Authorizes all exception billing when less money than that required by the University Board of Trustees is accepted in permitting registration. Counseling students with financial problems will be done by the Office of the Vice President for Business and Fiscal Affairs.